



## **Administrative Officer**

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**Location:** Sydney, NS

**Term:** Term, Full-Time (Days)

**Start Date:** August 14<sup>th</sup>, 2017

**End Date:** May 14, 2017

### **About the Organization**

Established in 2001, **Protocase Inc** is a rapidly expanding company that focuses on combining advances in software with advanced manufacturing techniques to offer unique custom manufacturing to the engineering, design, and research industries. Using the expertise and dedication of more than 130 employees, Protocase is proud to have a client base of over 12,000 customers throughout North America and around the globe. Customers include **Boeing, L3, Raytheon, Google, Apple, Microsoft, NASA, MIT** and many more.

To learn more about the company, visit <http://www.protocase.com>.

### **About the Opportunity:**

Protocase is currently seeking an **Administrative Officer** to join its energetic, detail-oriented administrative team in **Sydney (Cape Breton), Nova Scotia**.

Protocase's administrative team is imperative to ensuring the business runs smoothly and efficiently. It is a busy environment, with many different tasks on the go in the span of any given day.

As an administrative officer, the successful candidate will be carrying out administrative activities of the company, including: Performing basic bookkeeping tasks; Dealing with telephone and electronic enquiries; Type and proofread correspondence, forms and other documents; Maintaining and preparing reports, inventories, mailing lists and databases; Mailing and filing; process incoming and outgoing mail manually or electronically; Provide general information to our customers and the public; Prepare invoices and bank deposits; Store, update and retrieve financial data; Process credit cards, vouchers and other payments.

### **Essential Skills:**

The successful candidate will possess the following skills and attributes:

- Education: Completion of high school, as well as college, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- Excellent communication skills (verbal and written)
- Confidential security clearance and criminal record check
- Effective interpersonal skills
- Must be fully competent at the use of email, with experience using Microsoft Outlook
- Excellent computer skills (including electronic scheduler, inventory control software, accounting software, QuickBooks and database software, as well as Microsoft Excel, Word, Office and Access)
- Attention to detail
- Critical thinking and problem solving
- Excellent time-management skills, and the ability to work with tight deadlines

**About the Benefits:**

Wage range for this term position is \$13.50 to \$14.50 per hour, for 30-45 hours per week. There are opportunities for wage bonuses as well.

Upon joining Protocase, you will find a supportive team that encourages professional development. The company often hosts seasonal BBQs, learning lunches and staff events.

**How to Apply:**

- Email your resume to [employment@protocase.com](mailto:employment@protocase.com)
- Drop off your resume at our main building – 46 Wabana Court in Sydney, NS