

we're hiring

We are looking for a **Special Projects Assistant (Student Position)** to join our team.

Job duties include:

- Greets and directs incoming office traffic.
- Respond to telephone/online inquiries.
- Administrative support duties.
- Assist with researching business proposals and agreements.
- Assist with preparing fish harvesting agreements and tracking revenue payments.
- Arrange meetings, prepare reports and correspondence.
- Assist with execution of special projects.
- Provide other diverse support to the organization.

Requirements:

- Must have been in school full-time in the previous academic year and will be attending post-secondary studies full-time in Fall 2015.
- Experience using Microsoft office is an asset.
- Must have valid driver's license.

Salary: \$12.00 per hour

This position is for 7 weeks at 35 hours per week.

Deadline to apply is April 29, 2015.

Please forward resume and cover letter to:

Deborah Newman, Partnership and Job Development Coordinator
Nunacor Development Corporation

In Person: 169 Hamilton River Road, Goose Bay, NL

Fax: 709.896.5739

Email: jobs@nunacor.com

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