

Administrative Assistant

About Us

Located on the stunning west coast of Vancouver Island, Bamfield Marine Sciences Centre (BMSC) is a vibrant hub for coastal research, education, and community engagement. As a remote and collaborative workplace, BMSC offers a unique opportunity to be part of an organization that supports students, scientists, and visitors from around the world. With a focus on sustainability, innovation, and inclusive learning, BMSC provides a dynamic environment where every team member plays a vital role in delivering exceptional programs and experiences.

The Role

BMSC is seeking an **Administrative Assistant** to support the day-to-day operations of our Guest Services, Programs, Human Resources and Finance functions. Reporting to the Manager of Finance and Administration, this position is part of a high-performing and collaborative team responsible for ensuring smooth internal workflows, excellent client service, and effective organizational support.

This full-time permanent role requires a highly organized, detail-oriented, and proactive individual. The ideal candidate is a strong communicator, thrives in an independent work environment, and enjoys juggling diverse responsibilities. From coordinating housing schedules and onboarding new staff to managing guest communications and assisting with invoicing, this role is essential to the seamless delivery of programs and services across the organization.

Compensation

The salary range for this role is \$52,000 - \$58,000, though actual compensation may vary based on factors such as experience and qualifications.

Hours of Work

The position is permanent, full-time, with a commitment of 37.5 hours per week, 7.5 hours a day, Tuesday to Saturday.

Responsibilities

- **Program Administration**
 - Provide day-to-day administrative support to the Programs and Guest Services teams.
 - Assist with the intake and application processes for program participants.
 - Support the coordination and tracking of housing schedules, including incoming/outgoing guests.
 - Manage clients and student facing communication, including timely and professional email correspondence.

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- Analyze program data to support effective scheduling and logistics planning.
- Assist with the coordination and successful execution of conferences, workshops, and special events.
- Support Program leadership in advancing strategic initiatives that enhance community engagement and partnerships for BMSC as well as supporting clients.
- **Human Resources**
 - Coordinate onboarding and offboarding processes for employees, instructors, and teaching assistants.
 - Distribute and track payroll, benefit and HR documentation to ensure timely submission and accuracy.
 - Liaise with external HR consultants to support recruitment processes, including drafting job descriptions, posting open positions, scheduling interviews, collecting references, and finalizing job offers.
 - Coordinate and track employee training and development.
 - Support the coordination and tracking of performance management and development planning activities.
 - Ensure accurate and effective filing of employee records and HR documentation.
 - Work with the communications team to support the timely communication of HR related items.
- **Guest Services**
 - Welcome and onboard students, researchers, and guests to BMSC, ensuring a smooth arrival experience.
 - Maintain the reservation systems including updating clients on campus sheet.
 - Manage client records in the CRM, including dietary and medical information for field trip participants, ensuring appropriate distribution to relevant staff.
 - Generate activity reports and assist in financial tracking related to guest and member attendance.
- **Finance and Accounting**
 - Oversee purchasing requisition and approval workflows for Programs and Guest Services.
 - Manage scholarship and donation tracking and recordkeeping.
 - Manage invoicing for field trips, including generating cost
 - Manages calculators and deposit invoices.

Requirements:

Education:

- High School Diploma.
- Diploma or degree in business administration, human resources, hospitality or a related field.
- OFA Level 1 or 2 certification is considered an asset.

Experience and Technical Skills:

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- 2-3+ years' experience in office administration, human resources, accounting, or a similar and complementary role.
- Experience in the hospitality industry is considered an asset.
- Strong computer skills with proficiency in Office 365 (specifically, Word, Excel, Outlook and PowerPoint).
- Proficiency with spreadsheets and a solid understanding of data manipulation and basic analytics.
- Experience with Cloudbeds or similar software is considered an asset.
- Excellent organizational and time management skills with a proven ability to work independently in a remote setting.
- Strong written and verbal communication skills, with the ability to build relationships across teams and with external partners.
- A willingness to learn new systems and software tools.
- Excellent interpersonal skills with the ability to work with employees, guests and contractors of all levels.
- Pro-active, solutions-oriented with a strong ability to resolve issues as they arise.
- Experience and the physical ability to work in a semi-remote camp environment.

Physical Requirements:

- Ability to lift upwards of 25 pounds.
- Ability to move around campus on uneven surfaces.
- Valid Class 5 driver's license and clean driver's abstract.

Additional Information

- **Benefits:** Employees who work more than 20 hours per week are eligible to participate in the Company's extended health and dental benefit program and pension scheme.
- **Work Location:** The Bamfield Marine Sciences Centre (BMSC) is situated in Bamfield, British Columbia, nestled in a semi-remote area along the beautiful west coast of Vancouver Island.
- **Accommodation:** Subsidized accommodation (bedroom, utilities, fully equipped - shared kitchen, internet, phone line) may be provided on BMSC property depending on availability and candidate preference.
- **Meals:** Meals and snacks are provided during work hours for a subsidized rate.

Revised Date: April 10th, 2025

BMSC is an equal opportunity employer and is committed to building a diverse and inclusive team. We welcome applications from all qualified individuals, including women, Indigenous peoples, persons with disabilities, and members of visible minorities.

As we are located in a remote area, we understand that additional considerations may be needed during the hiring process. We're committed to providing accommodations at every stage, in accordance with the British Columbia Employment Standards Act (ESA). If you need any support or adjustments during the

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process, please reach out to our Human Resources team. All requests will be handled with care and confidentiality.