

Job Posting – Administrative Assistant



LGL Limited is seeking an **administrative assistant** to join our team in **Paradise, NL**. This is a great opportunity to grow a career with a well-established environmental company located in eastern Newfoundland.

As a full-time, salaried administrative assistant, the successful candidate will work Monday through Friday from 9 am to 5 pm as a key member of the administrative team providing crucial services and support to professional biologists and managers. Due to the nature of the position, this would be an in-office posting, although remote work may be possible during special circumstances.

The work is highly variable, with each day bringing new challenges working both in a team and independently. The position involves access to confidential information that must be treated accordingly.

Qualifications

- Graduation from the College of the North Atlantic's Office Administration (Executive) Program (or equivalent).
- Able and willing to collaborate with others, but also able to work alone in what is at times a busy office environment.
- Attention to detail while handling various ongoing tasks.
- Personable, professional demeanor able to gladly take-on and handle requests from staff and management.
- Accountable and reliable – able to deliver on tasks in a timely and accurate manner, including meeting deadlines.
- Excellent interpersonal skills – a good communicator and listener.
- Proficient with office hardware, including computers, copiers/scanners, telecom equipment, etc.
- Able to edit and format documents and to compose well-written emails, memos, letters, and spreadsheets using MS Office 365 Business.
- Takes initiative and has an aptitude for learning.
- Confident and able to work in a highly technical (i.e., scientific) and ever-changing work environment.
- Willing and able to work beyond standard hours if necessary (note: this would be the exception rather than the norm).
- Experience would be an asset, but high quality, recent graduates are welcome to apply.

The Ideal Candidate

- Has a professional mindset and leads by example.
- Is committed to a career that is consistent with the nature of this position.
- Takes pride in their work and would be proud to be an interface between LGL and our clients.
- Values workplace safety and environmental conservation.
- Takes an interest in the work being done by LGL biologists.
- Accepts constructive criticism.

About LGL

We are an environmental research and consulting firm specializing in fish, wildlife, terrestrial, and marine species. We work for large corporations, Indigenous groups, non-governmental organizations, and all levels of government. Our Paradise office is one of several across Canada and the US and has been in continuous operation since 1979. For over 50 years, we have prided ourselves in doing work that makes our part of the world a better place for all. We fully support employment equity and value a work-life balance.

Get in Touch

If this seems like the ideal job for you, e-mail the following to sbesaw@lgl.com:

- i. A cover letter describing how your qualifications align with those of the posting, along with your career goals;
- ii. A full resume; and
- iii. If possible, three work-related references with contact details. If you are a recent graduate without work-related references, please provide references as applicable for you.

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