



Details, details, details....

Enthusiastic about gathering and managing information? Motivated to get reports done accurately and on time the first time? Always looking at the finer points that others miss?

The BC Aboriginal Mine Training Association (BC AMTA) is looking for an experienced professional to join the Kamloops team as our new:

Coordinator, Administration and Reporting

Reporting formally to the Manager, Finance and Administration in Vancouver and functionally to the Regional Manager, Thompson Okanagan, your combined leadership, communication and technical skills will ensure BC AMTA maintains its reputation as the go-to organization for skilled Aboriginal labour for the mining sector and beyond.

The BC AMTA team will rely on you for capturing, managing and sharing accurate information related to case files, programs and projects. You will coordinate and manage a database and create reports that capture timely and precise results for our partners, sponsors, auditors and Board of Directors. What's more, you will thrive in a team environment where creativity, enthusiasm and a willingness to pitch-in are the norm.

Requirements

Our new Coordinator, Administration and Reporting will have in-depth experience creating and maintaining an organized workplace system and database. The successful candidate will bring a minimum of three years' professional experience along with the following key attributes:

- post-secondary designation in business administration, accounting or related field
- knowledge of data-mining and reporting methodologies
- experience working in a fast-paced team environment
- proven ability to adjust pace and style through change
- open, inclusive and communicative approach
- familiarity with BC's First Nations and/or multi-cultural groups

If this sounds like you, send your resume and cover letter to jobs@bcamta.ca no later than January 10, 2012.

Please note the following details pertaining to this job posting:

- Preference will be given to First Nations applicants;
- Only shortlisted candidates will be contacted;
- This is a 5-month contract position with potential to become a permanent full-time position;
- For more information about the organization, please check out our website at: www.bcamta.ca