



ADMINISTRATIVE ASSISTANT (SUMMER POSITION)

Provincial Airways is an aerial application and aircraft maintenance business that operates out of two locations: Moose Jaw & Rosetown Municipal Airports. We provide aerial application of crop care products for farmers and aircraft maintenance services for pilots. We are looking for a seasonal administrative assistant who is reliable, detail-orientated, organized, and has a strong work ethic. We provide safety training and job training.

You'll assist office staff with taking air spray orders, enter details to an online booking platform, and use follow-up skills to make changes to orders as necessary. Help out the team by running errands in town, perform basic office cleaning, occasionally run the forklift to receive crop care product deliveries, and restock kitchen and office supplies. Serve our customers with positive and upbeat style, exceptional follow up skills, strong communication skills, and ability to problem-solve and think critically. Let us know if you have a special interest in aviation or agriculture – we have resources to help you further your goals!

We begin training mid-May and ramp up hours in mid-June. We offer part to full time hours with overtime opportunities from mid-June til mid-October. We work ag hours so some early mornings and late evenings. Please do not apply if you don't have a flexible work schedule or need to book off more than 2-3 consecutive days.

Requirements:

General knowledge of office procedures (office experience is an asset)

Some experience with Microsoft Office (Word, Excel, Outlook)

General knowledge of accounting procedures
(Quickbooks Online experience an asset – MJ only)

Excellent communication, friendly & professional customer service skills

Physically fit - able to lift 40-50 lbs

Flexible schedule – available early mornings, late evenings, some weekends

Class 5 driver's licence & transportation

Detail-Oriented, Organized, Strong Follow Through Skills

Work in fast paced environment & keep busy during slow periods

General knowledge of farming practices & forklift experience are assets

Apply Today

www.provincialairways.net

Email your resume to
Adrienne Muchowski
Office Manager
office@provincialairways.net

Office Assistant (seasonal)

Provincial Airways — Moose Jaw, SK

Apply Now

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Work in fast paced environment & keep busy during slow periods

General knowledge of farming practices & forklift experience are assets

Contract length: 4-5 months

Part-time hours: 30 per week

Expected Start Date: 2021-06-01

Job Types: Full-time, Part-time, Temporary

Salary: \$15.00-\$20.00 per hour

- Additional pay:
 - Overtime pay
- Schedule:

- Day shift
- Night shift
- On call
- Overtime
- Weekends
- Application question(s):
 - I have an education or background in administrative / office work
 - I have some experience with Microsoft Office (Word, Excel, Outlook etc)
 - I have a flexible schedule and am willing to work 'ag hours' so some early mornings, late evenings, weekends, and call ins. I will not need to book off more than 2-3 consecutive days.
 - I have a class 5 driver's license
 - I am detail-oriented, organized, and have strong follow up skills
 - I have general knowledge or experience with farming and/or aviation practices (not required, but an asset)
- Work remotely:
 - No