



**PENDER ISLANDS FIRE PROTECTION SOCIETY  
PENDER ISLAND FIRE RESCUE**

**JOB POSTING -  
OFFICE ADMINISTRATOR**

The Pender Islands Fire Protection Society (PIFPS) delivers fire and emergency services under contract to the CRD through Pender Island Fire Rescue (PIFR). Our organization is motivated and guided by the core values of teamwork, respect, empathy, concern, care, and compassion. The organization was founded on the concept of volunteers serving community and relentlessly seeks excellence in community service.

We are seeking a confident, energetic and highly competent administrator that demonstrates a positive and upbeat personality to fill the very important role of Office Administrator for PIFR and the Pender Islands Fire Protection Society.

The Administrator's office is the central administrative point for three fire stations. The successful candidate will be responsible for the establishment, organization and overall supervision of all administrative and support functions relating to the needs of the PIFPS and PIFR and their staff and volunteers.

This position will be of interest to experienced individuals who share the core values stated above and that possess:

- Strong administrative skills
- Knowledge of computer software including MS Word, Excel (or other spreadsheet programs), Simply Accounting (or other accounting software), email and internet
- Exceptional interpersonal and communication skills
- Excellent customer service skills, and
- Strong time management, organizational, problem solving and analytical skills

We offer:

- A competitive salary
- An enthusiastic team environment and
- Clean, bright spacious premises

This is a full-time position, Monday to Friday. Visit [penderfire.org](http://penderfire.org) to view the full job description.

If this sounds like the position for you, please submit your resume with a cover letter to: [chief@penderfire.ca](mailto:chief@penderfire.ca), Subject: Admin. Position. Alternately, resumes may be mailed to P.O. Box 61, 4423 Bedwell Harbour Road, Pender Island BC, V0N 2M0.

Applications will be accepted until 16:30 hours on October 20<sup>th</sup>, 2017. Only those applicants short listed for an interview will be contacted.