

Office Administrator Part Time – Delta, BC

CES Energy Solutions is a dynamic and growing oilfield services entity that is the largest drilling fluids systems provider in Canada - and is focused on being the leading provider of technically advanced consumable chemical solutions throughout the life-cycle of the oilfield.

Sialco Materials Ltd. (a division of CES) is a leading specialty chemical manufacturer that focuses on finding solutions to our customer's problems. Sialco is seeking a detail-oriented, high energy and enthusiastic individual to fill the part-time position (2 days per week) of Office Administrator for our Delta, BC, small, tight knit office. This position although starting part time, could lead to a full time permanent role for the right candidate.

Duties will include (but not limited to):

- Management of accounts receivable and accounts payable
- Reception coverage, answering phones, and managing mail when necessary
- General administrative/ad-hoc tasks as required
- Other duties as required

The right candidate will have the following qualifications:

- Minimum of 1 years previous related experience
- Administrative/bookkeeping certificate would be considered an asset
- Professional, articulate, good verbal communication
- Excellent computer skills (i.e. Word, Excel, Power Point, Outlook)
- Strong aptitude for details and accuracy
- Adaptable to changing environments
- Self-motivated and able to multi-task
- Able to work on own without direct supervision
- Willing to learn new skills

CES Energy Solutions offers our employees a competitive salary and benefits package commensurate with experience. Please send your resume and cover letter in confidence to hr@ceslp.ca .

We thank all applicants for their interest. We, however, will only contact those individuals who qualify for an interview.