

FINANCE/OFFICE ADMINISTRATOR NANAIMO, BC

Tourism Vancouver Island gratefully acknowledges that we live, work and play on the traditional, ancestral, and unceded territories of the Kwakwaka'wakw, Nuuchahnulth, and Coast Salish peoples.

We are seeking a seasoned, self-motivated, and confident **finance and office administrator** to join our team. This newly created position, which you will help to shape, will be anything but boring. While the main focus of Tourism Vancouver Island is centered on tourism and travel, this role is not. It will provide much needed support to the entire team in the areas of finance, operations and project management.

A little about you:

- You have bookkeeping, budget and project management, and operations experience
- You are a 'people person' with a positive attitude that will go the extra mile to ensure our team thrives
- You have strong MS Office skills to draw from
- You are process driven and incredibly organized
- You have no trouble prioritizing while ensuring our team feels fully supported
- You love the thrill of an ever-changing workload

A little about us:

Tourism Vancouver Island is located in Nanaimo and we would like for you to live in the area too. This is an in-office position and interacting with the team day-to-day and being the ambassador of the office will be a critical component of this job.

Our team is small with big hearts. We have an intense passion for what we do. We work hard to serve the tourism industry and are grateful to the businesses and communities who make the Vancouver Island region a special place to live, work and play.

Tourism Vancouver Island is committed to the development of a diverse workforce. All qualified applicants will receive consideration without regard to sex, gender identity, gender expression, sexual orientation, race, ethnic origin, colour, religion, nationality, disability, age or other characteristic protected by applicable law. We encourage interest in particular from Indigenous peoples, peoples with disabilities, ethnic minorities, visible minorities and all qualified individuals who share our belief in a workplace of diversity.

Chemistry Consulting Group is proud to provide recruitment support to Tourism Vancouver Island and will be accepting all applications and enquiries.

If you are a self-directed individual who learns quickly, thinks on their feet and can manage competing priorities with a little something special thrown in, we want to hear from you.

To apply please visit www.chemistryconsulting.ca/current-opportunities and follow the prompts to submit a resume and cover letter which clearly outlines your suitability by **noon on Wednesday, May 12, 2021.**