



**Job Title: Office Assistant**

**Job Description**

**Position Summary**

This position will be responsible for assisting with the daily operations for Kanava's office in Sault Ste. Marie. This will include assistance with data entry, logistics, record management, and acting as assistant to the Regional Manager. This position is part time but has the potential to grow into a full time position with expanded responsibilities for the right candidate. If you have an interest in learning more about economic development, especially internationally, this may be a good fit for you.

Position reports to the Regional Manager.

**Essential Functions**

1. Act as assistant to Regional Manager supporting ongoing projects as needed
2. Provide basic administrative support to all Kanava staff and consultants
3. Provide bookkeeping/data entry support, as requested
4. Procure office supplies and equipment, as requested
5. Provide support using Word, Excel, and PowerPoint
6. Provide logistics support for Kanava travelers
7. Research topics, including countries, companies, organizations, industries, as requested
8. Scan, photocopy, e-mail documents
9. Maintain and update filing and inventory systems
10. Coordinate and develop social media content
11. General office cleaning and trash removal

**Qualifications**

- Associates Degree or 2 years of experience preferred
- Previous administrative experience desirable; bookkeeping skills a plus
- Good written and oral communications skills
- Self-starter with excellent interpersonal skills
- Well-organized, attentive to details, skilled in setting priorities and meeting deadlines, and able to handle multiple tasks simultaneously
- Proficiency in word processing, spreadsheets, and social media skills desired

**Education Required:**

- High School/GED

**Job Characteristics:**

- Part-time
- W-2
- Flexible hours

## How to Apply

Interested candidates should forward their CV, cover letter, references, and salary history to [recruit@kanavainternational.com](mailto:recruit@kanavainternational.com). No phone calls please.

Candidates must be U.S. citizens or U.S. permanent residents.  
Kanava is an EEO Employer.

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