

We are looking to fill a part-time or regular contract position. The position is office assistant to the communications manager of on-going projects. Some administrative tasks, such as obtaining prices, list management, direct mail, research and other regular office tasks will be required. A driver's license is an asset but not a requirement. The work will be done in the St. Stephen area and can be done partly from a home office or an office in St. Stephen.

Resumes can be sent to:

[allan@allanbonner.com](mailto:allan@allanbonner.com)

**REQUIREMENTS:**

Strong attention to detail

Computer skills

Flexible, adaptable, and able to work effectively in a variety of settings

Works well independently

Ability to drive to and from various job sites as needed.

Honest

Ability to lift, bend and do some physical labour or assist a co-worker doing physical labour

Responsible

Find work rewarding

Dependable

Clear criminal check

The candidate wants to build a resume and progress in the workforce

Competitive hourly rate negotiable to start with increases or bonuses as warranted by the quality of work and productivity.