

*The Butchart Gardens is looking for an individual to fill the following position:*

**DEPARTMENT: Visitor Services**  
**POSITION: Administrative Assistant**

**The Administrative Assistant will be required to:**

- Create and distribute weekly schedules for the department using Kronos Scheduling Program under the direction of Visitor Services Management.
- ordering, receiving, maintain inventory and distribute departmental office supplies.
- review, update, maintain departmental files.
- draft documents, collect information, initiate communication, email communication, update correspondence and some proof reading.
- scheduling of appointments and meetings.
- disseminate memos, schedules and information to staff as needed.
- departmental research as needed or requested.
- other projects from time to time as required.
- receive WHMIS information and maintain binders of products currently stocked / in-use.
- act as the departmental Uniform Liaison and distribute uniform(s) as needed or requested.
- Maintain up to date MSDS information
- Distribute training materials to trainers and staff as needed
- Other administrative duties as required by the department.
- Assist in other areas of the Visitor Services Department if required by management.

**The successful candidate will possess the following qualifications:**

- at least two years of related experience.
- detail oriented, resourceful, with a strong ability to multi-task.
- computer efficiency, including database management and creation and spreadsheet experience.
- strong initiative and well-established organizational ability.
- good oral and written communication skills.
- ability to work well under pressure and set priorities.
- self-starter and ability to work within a team.
- work confidentially with discretion.
- knowledgeable in various computer programs including word processing, email and spreadsheet programs.

**Additional experience/qualifications that would be an asset:**

- experience in the tourism industry
- familiarity with The Gardens and the scope of services provided would be an asset.

This is a year-round, full-time position with a 6 month probationary period. Shifts will be Monday to Friday. As this is a new position there is the potential for some flexibility in hours of work to be assessed in the first year. There is the potential for occasional overtime. Remuneration will be commensurate with the level of responsibility and the qualifications of the candidate. We offer competitive wages, health benefits, matched RRSP benefits.

We will be accepting applications until the position is filled. Please submit a cover letter and resume to the The Butchart Gardens 800 Benvenuto Ave. Brentwood Bay, BC V8M 1J8 Fax: (250) 544-4455  
Email: [hr@butchartgardens.com](mailto:hr@butchartgardens.com)

*We sincerely thank all those who apply, however, only those short-listed will be contacted.*