THEM DAYS

WE'RE HIRING!

Them Days Inc. MISSION

"Dedicated to keeping the history of Labrador alive by documenting and preserving the "old ways and early days" of Labrador."

POSITION AVAILABLE

Them Days Inc. is seeking qualified applicants to apply on the following ***permanent full-time*** position located in Happy Valley-Goose Bay, NL:

ADMINISTRATIVE ASSISTANT

Duties included but not limited to:

- Providing a variety of clerical support functions such as answering phones, mail delivery, opening mail, preparing mail outs, filing, scanning, photocopying, and stocking office supplies.
- Welcoming and responding to customer inquiries in a professional manner
- Setting up and maintaining manual and electronic filing systems
- Maintaining accurate subscription database and processing quarterly magazine distribution
- Filling customer orders in a timely manner that are received in person, over the phone or through the company website
- Inventory control and management
- Providing research information as requested
- Administrative support to the Board of Directors such as scheduling and preparing for monthly meetings
- Assisting in the preparation of proposals and completing reporting requirements
- Accounting administration in accounting software that includes payroll, bill payment, invoicing, bank reconciliations, credit and collections, tax remittance, project costing, etc.
- Managing and following up on account payable and accounts receivable as needed
- Maintaining archival records and providing archival assistance to the Editor
- Digitizing archival media
- Recommending and participating in fundraising and promotional activities

Qualifications:

- Office Administration certificate with 1-2 years of administrative experience. Relevant education and/or experience with be considered
- Knowledge and understanding of the importance of Labrador History and Indigenous cultures
- Ability to work independently and with a team
- Strong organization skills
- Proficient computer skills
- Excellent written and verbal communication skills

Assets:

- Experience with accounting software
- Archival training and/or experience

Salary Range: To be determined, based on education and/or experience

How to apply: Interested applicants can submit applications no later than MAY 24, 2021 to:

Them Days Incorporated

ATTENTION: Aimee Chaulk, Editor

E-mail: editor@themdays.com
Fax: (709) 896-4970

In person: 3 Courte Manche Street
Happy Valley-Goose Bay, NL

We thank everyone who applies for the position; however, only those who are selected for an interview will be contacted.