



NATURAL RESOURCES TRAINING GROUP

NRTG Administrative Assistant

The Natural Resources Training Group (NRTG) is a leading provider of natural resource-related professional development training. The NRTG team includes a dynamic team of professionals and industry experts who design, develop, and deliver world class in-person and online training in Canada and internationally.

Our team is recruiting an Administrative Assistant (“Assistant”) to join our team. This position offers an hourly wage up to \$25.00 per hour for up to 40 hrs per week. The Assistant supports and reports to NRTG’s Administrative Manager, working in a responsive, proactive, busy, and supportive environment. The successful candidate will be encouraged to work remotely but remain in close communications with NRTG staff and contractors.

Applicants must be Registered Professional Biologists (RPBio) or eligible for RPBio status.

The successful candidate will possess the following key traits:

- A high level of empathy, integrity, and kindness
- Exceptional oral and written communication skills
- Strong attention to detail, adaptability, and problem-solving
- A strong work ethic and desire to go ‘above and beyond’ for others

The successful candidate will have demonstrated prior success and experience:

- Working in a fast-paced, supportive, and entrepreneurial environment that emphasizes superior customer service and support to our students, contractors, and client groups.
- Exercising sound judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.
- Acting as the company representative for all ‘front line’ phone, email, and online point of contact.
- Managing, tracking, and filing numerous requests for information.
- Conducting a variety of special projects for the Principal and NRTG team.

Qualifications required:

- High School Diploma required; Associate’s or bachelor’s degree preferred
- Three or more years of administrative assistant experience, preferably executive level.
- Proficiency in Google Doc/Drives, Microsoft 365; ability to create and maintain databases and complex spreadsheets.



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- Must have a strong customer focus and demonstrate the ability to build relationships internally and externally with a focus on meeting or exceeding service expectations.
- Working knowledge and/or experience related to education, natural sciences, or the environment (preferred but not mandatory).

If interested in this position, please reply to this posting, and include your CV with three references. Should you require further information, please contact me directly.

Thanks in advance,

Natural Resources Training Group (NRTG)

Caroline

Caroline Turnbull, Administrative Manager