



Job Title: Finance and Documents - Administrative Support

Reporting to: President & CEO, LearnCorp International

Term/Hours: Start date May 13, 2019. Full time limited term (10 month)

Location: LearnCorp International, Cape Breton University, Sydney, NS

Reference Number: LCI 1901

Application Deadline: May 3, 2019
Email resume and cover letter with 2 references to:
lci_admin@cbu.ca

Background:

LearnCorp International Limited (LCI) is a private sector company that provides Training Solutions for corporate clients in the Energy Sector. More information is available at www.learncorp.ca. We have a requirement for a person for a 10-month term in the position of Finance and Documents – Administrative Support. Tasks and general duties assigned will include but are not limited to:

General Duties:

- preparation and formatting of technical documents in WORD
- tracking of revisions on manuals and documents
- file management
- creation and revision of PPT files
- financial data entry for SAGE Accounting
- copying, scanning and filing of files
- payables and accounts receivable
- monthly reconciliations of bank accounts and credit cards
- maintain confidential information
- office support
- other duties as assigned

The above duties are not intended to be an all-inclusive list of all of the duties and responsibilities related to the position; rather they are intended to give a description of the general nature of the position and some of the clusters of duties that the position may entail.

Qualifications:

- Completion of a Community or Business College Diploma or University Degree
- Possess a valid Nova Scotia Driver's License
- Demonstrate excellent communication skills in an office environment
- Self-motivated, organized individual with the ability to conform and adjust to shifting priorities, demands, and timelines promptly and efficiently
- Positive attitude and professional approach to others