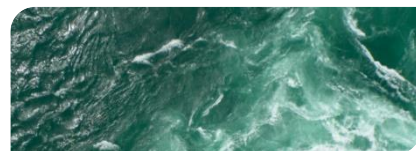


## Join the GEO Morphix Team

We are professional earth scientists specializing in geomorphology and earth surface processes. GEO Morphix Ltd. focuses on river and shoreline restoration, erosion hazard delineation and mitigation, and projects that require an in-depth understanding of erosion, sedimentation and sediment transport. Our team of industry leaders provide observation-rich answers based on a balanced application of quality science and years of experience to achieve practical, implementable and acceptable solutions for all stakeholders. A successful project is one that meets or exceeds our client's objectives. GEO Morphix Ltd. has a rapidly growing list of both public and private sector clients. We are currently looking for an office administration assistant to join our young and dynamic team.



## POSITION DESCRIPTION

### Office Administrative Assistant

We are currently searching for a Microsoft savvy Office Administrative Assistant to work at our head office in Milton. Successful candidates will have excellent inter-personal skills and must be outcome-oriented. The ability to work in a fast-paced environment with strong attention to detail is essential. You will be fully engaged and busy from the first day.

#### *Responsibilities & Requirements*

- Ability to juggle multiple projects with accuracy
- Strong clerical skills
- Excellent inter-personal skills to work with our staff, clients, consulting partners, and permitting agencies
- Support of company accounting (bookkeeping and invoicing)
- Problem solving skills

#### *Qualifications*

- Must be proficient in Microsoft Office suite
- Strong written and verbal communication skills
- Organized and details-oriented
- Ability to manage multiple tasks and achieve deadlines
- Experience with bookkeeping software including Freshbooks and Quickbooks is advantageous
- Valid G-Class driver's license
- Post-secondary degree or diploma

GEO Morphix understands the importance of employee well-being and job satisfaction. Productive and energized staff are the key to a successful company. In support of this goal GEO Morphix offers:

- A friendly and accepting work atmosphere
- A competitive compensation package including comprehensive benefits
- The opportunity to participate in an employer sponsored Group Registered Retirement Savings Plan
- Opportunity of company bonusing
- Fitness/recreation subsidy
- Employee training and development initiatives and support for career advancement (through financial assistance and flexible scheduling)

Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements. Only local candidates will be considered.

Please send resume to: [balance@geomorphix.com](mailto:balance@geomorphix.com)