

We are looking for Project Administrator to service the electrical industry.

IMMEDIATE OPENING:

Pacific Coast Agency is looking for an individual to fill a clerical position on a part-time or full-time basis. Responsibilities would include answering phones, data entry of purchase orders and project administration as well as support to manage the warehouse. A customer service background with computer skills would be considered an asset. The successful candidate must be flexible and have the ability to adapt and fill in where necessary. Strong communication skills both oral and written and an eye for detail is required.

Pervious experience in the electrical wholesale would be consider an asset. This position is best suited for a self-motivated individual looking for career opportunity within the electrical and lighting agency.

Interested applicants, please send your resume to gmorgan@pacificcoastagency.com

Graham Morgan

Principal – Pacific Coast Agency Ltd.

604-457-1555