

Position: Administrative Assistant

Location: Surrey, BC

Hours: Part-time, 15-20 hours per week. Open Mon-Fri 9am-5pm.

Fly & Sea Dive Adventures is the premier choice for scuba divers & adventure travel enthusiasts.

Join our growing team of highly creative professionals in the industry; we are passionate about travel, diving & personal service. We believe in exploring responsible tourism & support initiatives which protect our oceans.

We are currently looking for a talented and goal oriented individual to join our team.

You are:

- Well organized with a keen attention to detail
- Able to handle/juggle multiple tasks at once
- Proficient in MS Word, MS Excel and MS Outlook
- Excellent written and oral communication skills
- Able to work in a team environment
- Experienced working in an office environment

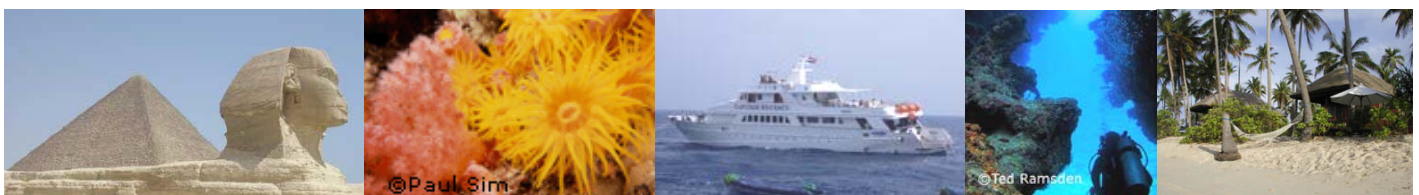
Travel experience, especially to dive destinations would be an asset but not mandatory.
Travel agency or tour operator background would be an asset but not mandatory.

This is a part time position of approximately 15 to 20 hours per week with some flexibility.

General Office Duties including:

- Answering phones, routing calls, taking messages as necessary.
- Greeting all office visitors upon arrival
- Perform errands such as mail, bank deposit, office supplies
- Filing
- Data Entry
- Credit card processing
- Invoicing
- Client correspondence
- Assisting other staff as required

Please apply for this position with your resume to: diving@flyandsea.com
No phone calls please.



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