

Senior-Level Secretary
Job-Share Opportunity

TRI is an environmental consulting company serving its clients with pride and integrity. We currently seek an exceptional part-time secretary. Requirements include advanced computer skills, ability to assemble large scientific reports with care and accuracy, pride in meticulous work, independent follow-through, and ability to manage deadlines calmly and cheerfully. An excellent communicator with a warm personality would fit well with our existing friendly staff. Please apply by email to Noni@tri.bc.ca.