



is seeking an energetic and experienced individual interested in joining a dynamic and innovative partnership of Labrador tourism organizations to facilitate strategic tourism destination and business development projects. As the **Administrative Assistant**, you will work with tourism industry operators in Labrador on behalf of this innovative partnership for Destination Labrador Inc (DL), an established Destination Management Organization in the province of Newfoundland and Labrador with a regional focus on tourism development.

DL is a private-sector led, partnership-based organization with a mandate to partner with tourism industry operators on marketing, product development and market readiness.

Location: Happy Valley-Goose Bay, NL

Start Date: Immediate

The following is a summary of main duties:

- As a front-line worker, present a positive and professional image of the organization to all visitors, suppliers, telephone and electronic enquiries, and other interactions.
- Administer and manage inbound/outbound regular and electronic mail and coordinate the flow of information internally with the organization Board of Directors/Committees and externally with partner organizations
- Prepare, edit and proofread correspondence, spreadsheets, presentations, and reports
- Assist finance clerk with preparing accounts payable, invoices, bank deposits and manage accounts receivable
- Record and assist the corporate Secretary prepare minutes of board and committee meetings
- Assist with workshops and stakeholder meetings throughout Labrador, including venue setup and registration
- Coordinate and assist the Executive Director in such activities as preparing for pre marketplace appointments; preparing sales reports, managing industry partnerships and projects.

Qualifications: Qualified individuals should have extensive knowledge of Labrador, its people and its diverse cultures. Applicants with post-secondary education in the field of business/administration, with senior level administrative experience or an equivalent combination of education, training would be an asset to this position.

Wage: \$25/hr. Resume and Cover Letter should be received at:

Destination Labrador Inc
Business Development Manager Position
P.O. Box 1239, Stn. C, Happy Valley – Goose Bay, NL, AOP 1C0
Or by e-mail to: info@destinationlabrador.com