

The Butchart Gardens is looking for an individual to fill the following position

**DEPARTMENT: SEED & GIFT STORE**  
**POSITION: ADMINISTRATIVE ASSISTANT**

At The Seed and Gift Store we believe a great team is made up of a diverse group of people with a variety of experiences, styles and talents.

**The successful candidate will be required to:**

- Create and distribute bi-weekly schedules for the department using Kronos scheduling program under the direction of the Gift Store manager. Including data entries and downloading data to excel documents
- Maintain the accuracy and integrity of the time keeping database in Kronos for all gift store employees including seasonal planning preparations
- Update annual reference material and training manuals
- Maintain and revise filing systems
- Review, update and edit internal and external documents for accuracy, grammar and content
- Compose correspondence on behalf of the Seed and Gift Store
- Maintain various spreadsheets
- Receive WHMIS information and maintain binders of products currently stocked/in use
- Maintain up to date SDS information
- Assist Mail Order with purchasing and receiving non-retail supplies for the gift store, while maintaining accurate ordering records for future purchases
- Assist with processing and packaging mail order purchases during peak business months
- Assist Buyers with preparing purchase orders, creating new SKUs and receive deliveries into back-office POS system
- Assist Buyers with stock transfers, breakage, write-offs and supplier returns
- Other duties as required

**Successful Candidate will possess the following abilities:**

- Proficient using Outlook, Word, Windows 10, Excel and Power Point
- Experience editing documents
- Strong initiative and organizational skills with the ability to multi-task and work with minimal supervision
- Possess a positive, outgoing personality with the ability to work independently and collaboratively with all teams in the gift store
- Maintain confidentiality and work with discretion as required
- Familiarity with Kronos or other similar time-keeping systems an asset
- Responds well to continuous change, frequent interruptions and changing priorities
- Attention to detail and a high level of accuracy in all paperwork

**The successful candidate can look forward to:**

A full-time, 40 hours per week, year-round position, commencing at a mutual agreeable date. The position works primarily Monday-Friday. Some evenings and weekend work may be required to react to the needs of the business. Remuneration will commensurate with the level of responsibility and qualifications of the successful candidate.

The position offers a benefits package, a RRSP matching program, 3 weeks' vacation (***plus an additional 2 weeks paid staff holiday during The Gardens closure each year***), following a six month probationary period.

If you are interested in joining the Seed and Gift Store team, we are accepting applications until July 14, 2024. Please submit your resume and cover letter to: The Human Resources Department, The Butchart Gardens Ltd. 800 Benvenuto Avenue, Brentwood Bay BC, V8M 1J8 or email [hr@butchartgardens.com](mailto:hr@butchartgardens.com) or Fax: 250-544-4455

We sincerely thank all those who apply, however only those shortlisted will be contacted.