

Shorefast

About the Role

Title: Office Administrator

Team: Shorefast

Location: Fogo Island, NL, Canada

Who We Are

Shorefast is one of North America's most creative and notable social enterprises and the charitable organization behind the world-renowned Fogo Island Inn, Fogo Island Workshops, Fogo Island Fish, and Fogo Island Arts. Our work has garnered significant international interest including a feature on [60 Minutes](#) and in The New York Times' [52 Places for a Changed World](#). The mission of Shorefast is to build, learn, and share economic development practices that catalyse the assets of local places, starting with Fogo Island.

Learn more about us: shorefast.org

The Opportunity

Office Administrator is responsible for a wide array of duties supporting day-to-day administrative activities while supporting the Shared Services team. You will contribute to streamlining a variety of cross functional activities including human resources, employee engagement, planning and scheduling, process and controls, and general administrative support.

What You'll Do

- Manage daily administrative tasks, prepare and process a variety of forms and documentation.
- Contribute to the development or implementation of administration, accounting, or human resources procedures.
- Enter, verify, and reconcile accounting transactions and other information such as employee data.
- Maintain and update employee information using manual or computerized systems.
- Assist with recruitment, hiring, and onboarding activities.
- Prepare and update reports, statements, and summaries.
- Provide support in arranging team member events and activities.
- Respond to inquiries and provide information on general administrative matters.
- Other duties as required.

Qualifications and Experience

- All interested candidates are welcome to apply. Priority will be given to Fogo Island youth with an interest in pursuing a career in Business, Administration, Human Resources, or Accounting.
- Enrollment in a related post-secondary program combined with is preferred but Previous experience as an office assistant, office administrator or in another relevant position not required. Training will be provided.
- An ability to prioritize, multitask, and work independently as well as in a team setting.
- Strong organizational skills.

- Experience using Microsoft Office and related software is preferred.
- Must maintain a high degree of confidentiality, problem-solving, and time management skills.

To Apply

Please submit a cover letter and resume to careers@shorefast.org, with the subject line “**Office Administrator**”; Questions about this position may also be directed here.

Deadline for Applications: April 27, 2025

We are grateful for all applications, but only those selected for an interview will be contacted.

At Shorefast, we endeavour to foster an accessible work environment and to ensure all in our care feel safe and valued. Please reach out if there is anything we can do to accommodate a more accessible or inclusive application process.