



Fishing
means
the world
to us.™

We're Hiring Receptionist

Ocean Choice International (Ocean Choice) is one of Atlantic Canada's most diversified seafood companies, sustainability producing and marketing a full range of shellfish, groundfish and pelagic species. All of this would not happen without our people working right here at home. At Ocean Choice, we're all about families, connected to each other and our communities.

We are currently accepting applications for a part-time, temporary Receptionist position up to September 25, 2026, with the possibility of extension. This personable, highly organized individual will be located at our head office in St. John's, Newfoundland and Labrador.

Key Duties and Responsibilities:

- Greet visitors, answer inquiries and handle incoming telephone calls on a multi-line switchboard.
- Process incoming and outgoing mail, including arranging courier services.
- Prepare daily bank deposits.
- Plan and order office supplies.
- Other administrative duties as assigned.

Candidates should possess a strong knowledge of MS Office, and experience in an office environment would be an asset.

Salary will commensurate with qualifications and experience. An excellent benefits package is available.

Interested candidates should apply, in writing, to hr@oceanchoice.com or mail resumes on or before: **Wednesday, February 11, 2026.**

Ocean Choice International
Attention: Human Resources
1315 Topsail Road
St. John's, NL A1B 3N4

Ocean Choice is an equal opportunity employer.