



Fishing
means
the world
to us.™

We're Hiring

Administrative Assistant

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 full-time, permanent Administrative Assistant position. 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 email inquiries, and handle incoming telephone calls on a multi-line switchboard.
- Process incoming and outgoing mail, including arranging courier services.
- Organize and maintain filing system.
- Prepare daily bank deposits.
- Plan and order office supplies.
- Accounts Payable duties such as posting invoices, responding to vendor inquiries, and reconciling vendor accounts.
- Assist with corporate event preparation and marketing initiatives.
- 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, September 16, 2026.**

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

Ocean Choice is an equal opportunity employer.