

Quatsino Economic Development Limited Partnership Office Manager

Responsibilities Include:

- Collection of Accounts Receivable
- Verifications and sign-off on Account's Payable
- Control of receipt and deposit of cash and credit card payments
- Maintains petty cash account in accordance with company policies and procedures
- Ensure all contracts and invoices are completed in a timely manner with proper documentation
- Assures compliance with all Company policies and procedures
- Assists in preparing and/or overseeing various licences
- Reviews time cards and administers corporate payroll policies and procedures
- Administers Human Resource processes such as onboarding and maintaining employee files
- Maintains vehicle records/licenses
- Coordinates daily activities with business unit as well as other departments
- Maintains and updates customer records
- Provides a collaborative, productive workplace environment for associate growth and development that instills pride, a sense of ownership, and the challenge to associates to exceed expectations
- Perform other general administrative duties as required

Education

- High school diploma or completion of a diploma-training program at a college or technical school

Experience

- Prefer bookkeeping experience but general office and Accounts Payable experience required

Knowledge, Skills and Abilities

- Prefer strong working knowledge of cloud-based business management software applications such as QuickBooks Online, DEXT, PayEdge, Microsoft Office, etc.
- Excellent communication skills both orally and in writing
- Problem solving skills
- Ability to multitask and set priorities
- Must be flexible and able to function in a fast-paced environment
- Excellent time management skills
- Highly organized, detail oriented and a team player

Located near Coal Harbour, just 15 minutes southwest of Port Hardy on beautiful north Vancouver Island, we are a First Nations Economic Development Limited Partnership looking to fill a key position. If you are self-reliant, professional, detailed oriented and enjoy working in a fast-paced environment, please send your resume to manager@quatsino.ca. Please note that only qualified candidates will be contacted. Compensation commensurate with ability and experience.