



Office Manager

JOB SUMMARY

The Office Manager's function is to lead, motivate, and work within the Office Administration team whom are responsible for the company's internal workings.

We are a fast paced, progressive workplace. You must want to work on a collaborative team that communicates openly and accomplishes a lot.

DUTIES & RESPONSIBILITIES

- Manage the office administration team and internal financials.
- You are to keep all things admin related in moving in a systematic and progressive manner.
- You need to keep strong relations with clients, vendors and contractors.
- The admin department needs to constantly ease the administrative workload, workload of our managers and supervisors so that they can focus on field production.
- General list of admin team responsibilities:
 - Finance (AP, AR, Payroll, Month End, Year End etc.)
 - Client Admin
 - Contract administration
 - Correspondence (quotes, reports, emails)
 - Operations
 - Internal tracking systems
 - Scheduling
 - Internal mail
 - IT management (with external contractor)
 - Phone management
 - Internal reporting (sales, profitability, reporting)
 - General Admin
 - Reception
 - Email monitoring
 - General office cleaning
 - Tidying
 - Supply ordering

EDUCATION

- Related post-secondary education (e.g. BBA, BCom)

EXPERIENCE

- Previous administrative experience including use of office applications such as Word, Excel and Outlook is necessary.
- Experience with Sage accounting software an asset

QUALIFICATIONS

- Punctual, trustworthy, and reliable



- Flexible and adaptable
- Excellent interpersonal, written, and verbal English communication skills
- Strong business correspondence writing skills
- Ability to multi task and work in a fast-paced environment, and deliver timely results
- Positive and professional team attitude
- Ability to maintain confidentiality
- Impeccable attention to detail and time management/organizational skills
- Leadership and customer service experience an asset
- Strong proficiency in MS Office Suite (MS Word, Excel, PowerPoint, Outlook)

WORKING CONDITIONS

- **Work Hours:** This position is a full time managerial position. Our business hours are 8:00am to 5:00pm. You would be required to put in extra hours depending on work load and also to attend off hours work events/meetings. You also would be expected to attend our weekly Monday Morning Meeting which starts at 7:00am (managers are expected to be there at 6:30). 40 hour work weeks would not be the norm.
- **Vacation Pay:** Your vacation pay would start at 6%. Vacation booking would coincide with the Managers Vacation Policy.

COMPENSATION AND PERKS

- Starting salary depends on experience
- All-Inclusive Staff Social Events
- SWAG/Prize Giveaways
- Education Sponsorship
- Free In-House Seminar and University Program
- Extended Health Care
 - Dental care
 - Vision care
 - Travel insurance
 - And more!
- Registered Retirement Savings Plan (RRSP)
- Employee Assistance Program
 - Counselling services
 - Online resources
 - Perks and discounts

OUR STORY

Since August 1, 1979 Para Space has been an award-winning leader in the Canadian landscape industry. We have been built on care for those we work for and those who work here. Our company has always provided progressive landscape maintenance programs, along with contemporary designs, installations, and ecologically conscious plant health care. We have been able to grow our operation through hard work, efficiency, innovation, and by enhancing the wellbeing of our employees.

OUR MISSION

- Enhancing the environment with reliable, high quality landscape services.
- Cultivating lasting relationships with our clients and team.



- Leading our industry with integrity and innovation.

OUR VISION

- Being recognized as the best and getting there with the best.

To apply, **please email your resume and cover letter outlining your skills, experience and why you think you would be a good fit.**

Para Space is proud to be an equal opportunity employer, we are committed to creating an inclusive workplace for all our employees! Candidates: Please note we thank all applicants for their interest; however, only short-listed candidates will be contacted.