

WorkBC Employment Services – Job Posting

OFFICE MANAGER

Area of Relevancy	;#Sea to Sky;#
Company / Employer	Whistler Personnel Solutions
City of the Job	Whistler
Address of the Job	
Job Type	;#Part Time;#
Availability Requirements	;#16 hours per week with flexibility in scheduling which days you work. Potential for increased hours depending on office needs.;#
Level / Salary Range	\$20 to \$22/hr
Years of Experience	
Position Area	
Date Job Posted	10/3/2018 12:00:00 AM
Application Deadline	11/3/2018 12:00:00 AM
Contact Name	Jacki
Contact Phone Number	
Contact Email	talent@whistler-jobs.com
How to Apply	TO APPLY: www.whistler-jobs.com/job/office-manager/ Applications received via email will be redirected to the website
Job Description	<p>One of Whistler’s leaders in providing more efficient buildings is looking for an Office Manager to join their collaborative team! Ideally suited for someone with extraordinary administrative and organizational skills, this position offers a competitive wage, flexible schedule and opportunities for growth. Part-time hours to start but could move into more full-time hours depending on the office needs.</p> <p>Duties / Responsibilities include: Be the face of the company, greet clients, answer phones and manage client inquiries in a friendly and professional manner. Organizes and develop office operations and procedures, strategize and implement procedures to make office more efficient. Basic bookkeeping: ensure accurate and timely data entry for all accounts receivable/payable, processes staff timesheets and bi-weekly payroll. General administrative tasks including managing staff calendars and booking appointments.</p>

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	<p>Contributes to team effort by accomplishing related results as needed. Social media marketing and updating website Coordinate and communicate with contractors.</p>
Accessibility	
Desired Qualifications and Experience	<p>The Perfect Candidate:</p> <ul style="list-style-type: none"> - Strong administrative and bookkeeping background. - Highly organized, pro-active and a willingness to pitch in where needed. - Experience and interest in interior design or building industry is beneficial. - Friendly with a good sense of humour and the maturity to handle a range of situations. - Meticulous and thorough with exceptional attention to detail. - Takes initiative and is willing to share opinion. - Excellent communication skills; professional and approachable demeanor. - Advanced computer skills including MS Office Suite, Social Media and website platforms. - Experience liaising with contractors. - Long-term local resident with strong knowledge of the Whistler area. <p>Additional Information: <i>About the Role:</i> - \$20 to \$22 per hour to start based on experience with potential for increases based on performance.</p> <ul style="list-style-type: none"> - Opportunity to organize and create new systems for a more efficiently ran office; plenty of room for growth. - Fun work environment with a collaborative team.
Opportunity Type	<p>?</p>