

WorkBC Employment Services – Job Posting

**OFFICE COORDINATOR / BOOKKEEPER**

<b>Area of Relevancy</b>	;#Sea to Sky;#
<b>Company / Employer</b>	Whistler Personnel Solutions
<b>City of the Job</b>	Whistler
<b>Address of the Job</b>	
<b>Job Type</b>	;#Full Time;#
<b>Availability Requirements</b>	;#Monday to Friday;#with some flexibility.;#
<b>Level / Salary Range</b>	\$20 – \$22 per hour
<b>Years of Experience</b>	
<b>Position Area</b>	
<b>Date Job Posted</b>	11/14/2018 12:00:00 AM
<b>Application Deadline</b>	12/14/2018 12:00:00 AM
<b>Contact Name</b>	Jacki
<b>Contact Phone Number</b>	
<b>Contact Email</b>	<a href="mailto:talent@whistler-jobs.com">talent@whistler-jobs.com</a>
<b>How to Apply</b>	TO APPLY: <a href="http://www.whistler-jobs.com/job/admin-bookkeeper/">www.whistler-jobs.com/job/admin-bookkeeper/</a> Applications received via email will be redirected to the website
<b>Job Description</b>	<p>Long-term local Whistler Builder specializing in high-end home builds and renovations is seeking an Office Coordinator/Bookkeeper to join their fantastic team!</p> <p>This role is half Administration and half Bookkeeping; perfect someone with exceptional attention to detail and strong administrative/bookkeeping skills. The ability to laugh and have fun is essential!</p> <p><b>Duties / Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>- Approximate time allocation on average of 50% Administrative tasks and 50% Bookkeeping tasks</li> <li>- Accounts Payable procedures and entries in QuickBooks.</li> <li>- Perform Administrative and Clerical Duties, Personal Assistant to the President.</li> <li>- Answer telephone, redirect calls, and attend to office visitors.</li> <li>- Coordinate and oversee marketing efforts, track performance metrics. - Coordinate and book travel arrangements, arrange staff or client meetings, lunches, etc.</li> </ul>

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	<ul style="list-style-type: none"> <li>- Assist in new employee onboarding/orientations, maintain Apprenticeship records.</li> <li>- Facilitate/manage company IT requirements including telephones/internet services and devices.</li> <li>- Implement/maintain corporate policy/procedures including safety program.</li> <li>- Monitor corporate online communication channels.</li> <li>- Assist Project Managers/Coordinators with data input/processing of construction documents.</li> <li>- General office tidying to ensure a clean environment for receiving clients.</li> <li>- Maintaining information management systems including Statistics, graphs, charts</li> <li>- Attend and take minutes of meetings, both in the office and at other locations, including project - Run errands (i.e. buying flower/gifts, etc.).</li> <li>- Follow up with vendor inquiries.</li> <li>- Posting/filing purchase orders.</li> <li>- Prepare cheque runs for approval and maintain cheque register for AP.</li> </ul>
<b>Accessibility</b>	
<b>Desired Qualifications and Experience</b>	<p><b><i>The Perfect Candidate:</i></b></p> <ul style="list-style-type: none"> <li>- QuickBooks experience and knowledge is a prerequisite.</li> <li>- Experience with Corecon, PowerPoint desirable.</li> <li>- Proactive with a “get it done” attitude and a willingness to pitch in where needed.</li> <li>- Friendly with a good sense of humour and the maturity to handle a range of situations.</li> <li>- Meticulous and thorough with exceptional attention to detail.</li> <li>- Ownership and pride in accuracy of your work</li> <li>- Takes initiative and is willing to share opinion.</li> <li>- Great communication capacity.</li> <li>- Above average MS Excel/Word skills.</li> </ul> <p><b><i>Additional Information About the Role:</i></b></p> <ul style="list-style-type: none"> <li>- Full-time, long-term and year-round.</li> <li>- Monday to Friday with some flexibility.</li> <li>- \$20 – \$22 per hour based on qualifications.</li> <li>- Extended health benefits available.</li> <li>- Opportunity to grow the role alongside the company into a management position.</li> </ul>
<b>Opportunity Type</b>	?