

Office Manager

Description:

Sangson Logging is seeking a highly motivated and experienced office manager to report to the owners. The ideal candidate will provide exceptional senior administrative support while handling multiple and simultaneous imposed deadlines. They will handle all administrative and bookkeeping tasks. Effective communication and the ability to handle a high volume of work is essential to this position. The individual will be highly organized and self motivated.

Location: Office Base - Ladysmith, BC, Travel may be required throughout Vancouver Island

Duties include, but are not limited to:

- Provide direct high-level administrative support to the owner including coordinating calendars, meetings, teleconferences and other appointments as requested;
- Execute payroll in a timely fashion
- Perform accounts payable and receivables
- File government remittances
- Administer the safety program
- Calculate the off-highway fuel rebate
- Monitor the electronic logbooks
- Preview all documents, reports and correspondence prepared for executive signature for format, content, grammar, spelling and editing as necessary;
- Produce copied and printed materials as required or requested;
- Coordinate file management ensuring an efficient digital and hard copy filing system
- Anticipate role related administrative issues and assess risks, identifying proactive solutions which will eliminate or mitigate such risks;

The Office Manager performs other related duties as requested, including supporting senior management when requested.

Credentials

- Completion of post-secondary education in a related field (administrative or forestry) is considered an asset.
- At least 1 year of experience in the forest industry is an asset
- Minimum of three years of office manager or senior bookkeeper experience.
- Strong computer skills including proficiently in using Microsoft Word, Excel and PowerPoint
- Knowledgeable with quickbooks
- Ability to multi-task and work independently and as part of a team.
- Work collaboratively with team members in order to achieve a common goal.
- Develop, maintain and strengthen relationships with stakeholders.
- Valid drivers License
- Must pass criminal record check

How to apply:

Email your resume and cover letter to procut.apply@gmail.com