

Office Manager / Bookkeeper (DELTA)

Immediate Opening!

We are a well-established, specialty restoration company with a carefully selected team. Our business is a fast-paced, around the clock operation providing remediation, extreme cleaning services and pest control throughout the lower mainland.

We're looking for someone with expertise to join our team as the bookkeeper/office administrator, and keep us organized as we continue to grow. Charisma, professionalism, and a can-do attitude are an absolute must. The ideal candidate has a relevant experience in a similar role, and very strong written and oral communication abilities. We're looking for someone confident in their skills, able to keep a multi-team operation coordinated, and who will thrive in a exciting environment.

Responsibilities include, but not limited to:

- Answering and returning phone calls, emails from clients
- Coordinating job schedules/calendars
- Maintaining project timelines
- Supporting field staff
- All aspects of bookkeeping and payroll
- Filing/Organization
- Light house keeping
- Year end file assembly
- Government filings

This position requires strong organizational skills, attention to detail, the ability to multitask and work effectively with little or no guidance. This self-motivated candidate must be comfortable completing day-to-day office activities including exceptional customer service skills, and knowledge of bookkeeping, paying bills, Invoicing etc.

Must be dependable, have a desire to contribute to growth.

Maintain positive attitude.

Think quickly and critically.

Be sensitive and compassionate towards clientele if needed.

Has driver's license, clean driving record and comfortable driving.

Work alone with no guidance and maintain own schedule.

As a small growing company, we require all employees to be willing to perform a variety of tasks some of which may fall out of the "window" of this job description.

Qualifications:

- Minimum 2 years of experience in an administrative position
- Minimum 2 years experience of working with QuickBooks Accounting Software
- Strong computer skills in Microsoft Office: Access, Word, Excel and typing skills
- Experienced in payroll administration

- Basic accounting and mathematical skills
- Speed and accuracy in entering data
- Possess strong communication skills (verbal and written English)

Ideal applicant:

- Excellent communication, interpersonal & customer service abilities
- Excellent filing and organizational skills
- Highly organized and able to juggle many tasks at once
- Accurate with keen eye for detail
- Focused, shows initiative
- Strong work ethics

Please submit your resume and cover letter stating salary expectations.
We will only contact applicants who qualify for an interview.
Thank you!