

Position: Office Manager – Hybrid Permanent Full-Time

Closing Date: October 25, 2024

Compensation: \$25/hour to \$37.50/hour

Work Location: Metro Vancouver.

Office Location: 305-3999 Henning Drive, Burnaby, BC

Position Description:

Arcose Consulting Ltd. (Arcose) is seeking an Office Manager to manage the day-to-day activities of a small office. The successful candidate will also have to perform some administrative and marketing duties to support a growing office. We are looking for a hardworking and ambitious professional.

The successful candidate will be responsible for several tasks including, but not limited to:

- Formal document review and digital assembly (reports, proposals, emails, RFPs, etc.)
- Performing data entry and database management
- Create and update manuals and reference materials for training purposes.
- Managing accounts payable, receivable, and payroll processing
- Handling invoicing, variance reporting, analyzing profitability margins and budget tracking.
- Managing suppliers and coordinating payments (overseeing vendor relationships, negotiating contracts, ensuring timely payment processing, and monitoring supplier performance.
- Reconciling credit card statements and transactions
- Review and approve employee expenses and timesheets
- Ordering and maintaining office supplies, equipment, and safety gear
- Human Resources duties (onboarding and offboarding, maintaining employee files and training records, company policies, etc.)
- Schedule meetings, corporate events and take minutes

- Coordinating travel arrangements, accommodations, and training courses
- Manage building security procedures including the oversight of keys, fobs and alarm codes
- Developing and monitoring key performance indicators (KPIs) to evaluate office efficiency and staff productivity
- Handling legal correspondence and coordinating with legal teams on contracts and compliance issues.
- Managing system integration, providing staff training, troubleshooting technical issues, maintaining office software licenses, and managing hardware upgrades
- Overseeing facility management and office maintenance (coordinating with vendors for repairs, ensuring compliance with health and safety regulations)
- Prepare and manage job postings, schedule interviews, and handle new hire documentation.

The expectation is that competent, courteous, professional service will be provided to clients and colleagues.

The successful candidate for this position will receive a competitive salary as well as a comprehensive benefits package including medical, dental and long-term disability coverage as well as employer-matched (up to 5%) group RRSP contributions.

Arcose is open to a job share for this position but applicants must present their co-worker (including resume) along with their application. Both co-workers will be expected to combine for a full 40-hour work week.

Minimum Requirements:

- Proficient with Microsoft Office applications, particularly Word, Excel and Outlook as well as Microsoft 365, Microsoft Admin and Sharepoint.
- Proficient in use of Quickbooks Online bookkeeping and t-sheets software.
- Proficient in use of Ariba, PerformYard and Expensify.
- Must have at least a diploma from recognized education provider. A 4-year degree or higher is preferred.
- Must have permanent residency.
- Very strong verbal and written communication

- Ability to work independently as well as collaboratively with others
- Ability to identify and resolve issues related to office operations, facilities, or staff
- Efficiently manages time and deadlines to ensure smooth office operations.
- Ability to multitask, prioritize to-dos, and maintain an organized office environment.
- Troubleshooting and problem-solving skills
- Experience supervising staff, delegating tasks, and providing training and mentorship
- Capability to support and assist others effectively
- Ability to communicate clearly and politely with clients and suppliers
- Must be able to pass criminal records checks in compliance with company policy, client specifications and regulatory requirements
- High level of accuracy and attention to detail in all aspects of office management

About Arcose:

Arcose is a growing environmental health and safety consulting company based in Metro Vancouver. It has strong connections to the health and safety community and is building on its reputation as it works to establish itself as a premier health and safety consultancy. We pride ourselves on working with our clients to develop and provide solutions that meet their expectations.

To ensure the highest quality product, all final reports are reviewed and approved by qualified professionals. Our focus on providing a quality product helps to distinguish us from our competition.

Applications: Please forward all applications to resume@arcose.com. Please reference the position title in the subject line.