



## Position: Office Manager

North Rock is currently looking for an **Office Manager** to join our highly skilled team of expertise staff. This is a full time (40 hours/week) position. We are seeking a self motivator who demonstrates excellent organizational skills, outstanding oral and written ability, someone who can multitask, effectively manage their time accordingly while operating excel, webmail, power point, and word programs.

In addition to your salary, you will receive a comprehensive benefits package.

### Job Duties:

- Processing incoming and outgoing Invoices.
- Exercising Human Resources policies and procedures.
- Budgeting and Monitoring Account balances and transactions.
- Ensuring our Health and Safety programs, guidelines and expectations are upheld.
- Correspondence between Clients and Field Staff to execute functional smooth operations both in the office and out in the Field.

This is a general description of roles and responsibilities. Other duties or tasks may be assigned as required.

### Minimum Qualifications:

- Minimum of 4 years experience in a customer service-based environment.
- Must Possess a valid Ontario "G" drivers License and have access to a vehicle.

### Asset Qualifications:

- Access to an Internet connection away from the office.
- Solid time management and organizational skills are a necessity.

### Application Instructions:

Please send your resume to [jgaratti@nrock.ca](mailto:jgaratti@nrock.ca) by February 28, 2021.

Include a cover letter addressed Att. Jason Garatti (that clearly states your first available start date) and resume. Only those selected for an interview will be contacted.

Thank you for your interest in North Rock Environmental.



**Job Type:**

Full Time, Permanent

**Schedule:**

- 8-hour shift
- Monday to Friday
- No weekends