



Office Administrator

We're looking for an Office Manager to join our team in 150 Mile House BC. The successful candidate will be an "A" Player whose primary function is to be the grease in the gears of all company operations and procedures. This individual is a highly motivated, creative, self starter. This individual will be required to work both independently and as a team player. This individual will have exceptional organizational skills, operate with proficiency and be capable of moving our administrative tasks forward.

We are currently looking for a part time candidate for this role. The opportunity to expand this position will arise as the successful applicant learns the expectations and mines for opportunities to grow our business.

Accountabilities:

- Report to the COO, financial controller and support the team
- Provide daily Administration and Project Assistance as required
- Assist with day-to-day activities and operations of the office
- Maintenance and updates to the database, records and filing
- Assist in planning, preparing, and distributing marketing materials as needed
- Exceptional organization, extreme proficiency, and accuracy
- Self-motivation, forward-thinking and pro-active
- Compile subcontractor and material pricing for all facets of our projects
- Build on our current ordering systems to have supplies arriving in a timely manner
- Create administrative materials for internal needs and customers
- Research potential opportunities including writing grants or proposals
- Assist with the Building Permit process and New Home Warranty administration

Why work with us?

This position offers flexibility, competitive wages in a positive and dynamic team.

- Opportunity to learn and build systems in a growing environment
- Build varied and interesting projects in BC and beyond with a positive team
- *Be a valued member of a growing company, and get out what you put in.*

Please send a resume and cover letter outlining why you'd like to join our team.

info@smithtimberworks.com.

