

# BUSINESS ADMINISTRATOR

**Come join our Team!**

**Turf Masters is a diversified, growing company specializing in sports field developments, large-scale landscape and commercial excavation projects throughout Atlantic Canada.**

**Turf Masters** is currently seeking a motivated and qualified individual to fill the role of Business Administrator. In this fast paced, full time role you will be working directly with the CEO, GM, Sales Manager and External Operations Team performing numerous administrative, accounting, sales and HR tasks.

## **Main Job Duties:**

- General bookkeeping, A/R, A/P, Payroll and financial analysis support to the CEO and GM.
- Project tracking, analysis and job costing including spreadsheet development and data base input.
- Tender/RFP development support.
- Human resource management and support to operations staff.
- Sales data analysis and tracking.
- Call reception and corresponding management.
- Project closeout and invoicing, assisting the project manager.
- Safety and policy compliance and manual development.
- Project set up, facilities management and materials procurement.
- Communication and IT management, office and field.
- Licensing, insurance and permit acquisition, renewal and update.

## **Experience and Abilities:**

- A minimum of 5 years experience in administrative duties with accounting background.
- Experience and familiarity with landscaping, construction or contracting industry is a must.
- A basic knowledge of the tendering and construction procurement processes.
- Excellent IT skills including spreadsheet and database development skills and power point presentation development, program troubleshooting and resolve.
- Comfortable working in a fast paced demanding environment.
- Extensive HR skills and familiarity with payroll processes.
- A keen willingness to lead and work in a team environment.

## **Education:**

- Post secondary degree or certificate for accounting or business management.
- Technical diploma in industry related fields considered an asset.
- IT and computer program training or accreditation.

**If you feel you are ready to take on this unique, motivating position please send your resume as soon as possible to:**



6706 Old Guysborough Rd., Elderbank, Nova Scotia, B0N 1K0  
Fax: (902) 384-3439 e-mail: [andy@turfmastersltd.ca](mailto:andy@turfmastersltd.ca)