

HI-Q Developments Limited

20 Maplewood Court, Beaver Bank, NS, B4G 1B6

HI-Q Developments Limited, a leader in the forestry and firewood operations industry, is seeking a highly-organized individual, who loves a job where you get to do it all, as our **Office Manager**.

Our current Office Manager, who has been with us for over 15 years, will be retiring in April. We are looking to hire someone who can move seamlessly as possible into her shoes – someone with the dedication, and drive, as delegation of duties is not possible. Simply, this is an opportunity where you go from answering customer phone calls to developing budgets, from bookkeeping to scheduling deliveries, from data entry to helping create marketing plans and being part of the team that implements them, and from cleaning the office to checking inventory. This is a hands-on role that requires balancing many hats – general office management, administration, sales, bookkeeping, and more.

Reporting directly to the Owner, the Office Manager is an important member of the HI-Q Developments team, as he or she is the face of the business and works in a professional and efficient manner at all times to support and to ensure we meet or exceed customer expectations.

As the ideal candidate, you have ...

- Diploma in Office Administration from an accredited post-secondary institution
- 2 to 3 years office management experience and strong file management skills
- 2 to 3 years bookkeeping experience and sound knowledge of accounting / bookkeeping principles
- Passion for accuracy, attention to detail, improving operations, and continuous learning
- Strong effective and professional communication skills, both verbal and written
- Exceptional organizational skills, including ability to effectively manage time and prioritize tasks
- Knowledge and / or ability to learn how to successfully perform high level tasks on standard office software, as well as our industry software
- Valid driver's license and own transportation

OTHER

- Pay range is \$15.00 to \$19.00 per hour (based on qualifications, skills, and abilities)
- No medical or pension plan at this time
- Hours of operation are Monday to Friday 8:00 a.m. to 5:00 p.m.; one lunch break
- Scent free, smoke free office (home-based, accessed by sloping gravel driveway)

HOW TO APPLY

- Please provide cover letter, resume, and references to: - **HI-Q Developments Limited**

Mail: 20 Maplewood Court, Beaver Bank, NS, B4G 1B6

E-Mail: HIQ@eastlink.ca

Fax: 902.865.7000

Phone: 902.252.3137