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**OFFICE MANAGER****Sherwood Park, Alberta**

Busy engineering company located in Sherwood Park, AB (relocating from Edmonton on March 2, 2020), is searching for a new Office Manager. The successful candidate will be responsible for carrying out or supporting all administrative functions for our office including Human Resources, bookkeeping, management support and office administration.

Working within existing procedures and business culture, the successful candidate would further seek to review and evaluate existing procedures and policies and work with other front office and engineering staff to identify and implement means to streamline and improve existing office administrative practices and workflow.

The ideal candidate will have 5+ years experience in an office management environment including experience in items such as human resources, payroll, and basic accounting/bookkeeping skills.

This is a full-time permanent position with regular hours of work of 8-4:30 Monday through Friday.

Shelby offers various employment benefits including group health benefits and RRSP matching opportunities.

Salary is negotiable commensurate with experience.

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Applications will be accepted until the ideal candidate is found. Follow-up for shortlisted candidates may begin in early March 2020. Negotiable starting date.

We thank all applicants for your interest, but only candidates selected for interviews will be contacted.

Applicants may reply via our ad on Indeed.com, or direct via email (in Word format) to: [jobs@shelbyeng.ca](mailto:jobs@shelbyeng.ca)

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**Responsibilities:**

- Provide administrative and project support.
- Ensure the smooth operation of office and administrative functions.
- Assist with preparation of confidential documents, reports, memos, etc.
- Data entry and data management including generation of reports.
- Internal administration of benefits program, including input into program review/design.
- Assist in development and maintenance of corporate Business Development documents.
- Assist with new staff onboarding, orientation, etc.
- Review and maintain company and human resources manual, policies, procedures and forms.
- Maintain filing systems (paper and digital).
- Handle AP and AR entries, employee advances and expenses, cheque preparation, work with senior management on collections.
- Manage and train admin staff, define/create admin roles to assist engineers and testing staff and increase efficiency of day to day operations and workflows.
- Create, prepare and maintain standardized forms and reports.
- Assist in Health and Safety related administration.
- Other duties as required.

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**Required Skills:**

- Excellent verbal and written communication skills.
- Attention to detail and numerical accuracy.
- Very highly organized, ability to multitask and prioritize.
- Able to work in a busy, fast-paced environment.
- Proactive, helpful, can-do attitude.
- Dynamic, quick learner. “Out of the box” thinker.
- Able to work independently as well as part of a team.
- Great interpersonal skills.
- Experience in handling confidential and sensitive matters.
- Knowledge and experience with Human Resources and Alberta Employment Standards.
- Knowledge of day to day bookkeeping (entry of AR, AP, etc.) using QuickBooks.
- Knowledge of the construction and engineering industry is an asset.

**Qualifications:**

- Minimum 5 years of experience in office coordination/management/administration.
- Post-secondary certificate/diploma from an accredited community college or university in Office or Business Administration, or an equivalent combination of education and experience.
- Certificate, diploma or degree in Human Resources and Accounting/Bookkeeping, or an equivalent combination of education and experience.
- Preference may be given to members in good standing of the Association of Administrative Professionals (CCAP designation).
- Payroll management experience (including dealing with external payroll services such as Ceridian, T4 and ROE knowledge, etc.).
- Advanced proficiency of Microsoft office applications including Word, Excel, Outlook, PowerPoint.
- Experience with Adobe Acrobat or similar PDF authoring software.
- Familiarity with Document Management Systems is an asset.