

Summary

Green Coast Rubbish Inc. is seeking a full-time Office Manager/Bookkeeper to provide support within the Company. In this multi-faceted position, the ideal candidate possesses a strong administrative and bookkeeping background, along with the skills to contribute to the organizations' business development activities. If you are looking for a rewarding opportunity where you can showcase your talents with a dynamic and supportive team, we want to hear from you today!

About us

We are a dynamic, growth-oriented, and safety-focused company serving the lower mainland for over 15 years. With customer service and safety as our focus, we are looking for an energetic and driven employee to support our growing company.

Requirements:

- 2-3 office management experience is essential
- 2 years of Bookkeeping experience is essential
- Review and fact-checking skills and accuracy in numerical calculations and documentation with strong attention to detail
- 2 years experience with QuickBooks or similar accounting programs.
- Proficient with software programs such as Microsoft Word, Excel, PowerPoint, Google docs, and Gmail.
- Able to work independently, also within a team, assess urgency and risks to make timely decisions.
- Ability to handle multiple priorities and meet deadlines in a fast-paced environment.
- Possess a "can-do" approach to work with a focus on continuous improvement.
- Demonstrates excellent customer service, is professional, and emotionally mature.
- Builds external relationships to create a strong referral network, increase awareness and increase business development
- Track's business trends and best practices to identify problems or opportunities to increase revenue, and reduce costs
- Understands the culture of the organization
- Must have excellent communication, time management, and organizational skills
- Must have the ability to adapt, think outside of the box, and use critical thinking to problem solve
- Must have sound situational/logistical/practical/theoretical reasoning skills
- Can start right away and must be able to work Monday to Friday 9:30 am-5:30 pm
- Must be proficient in English, verbal and written.
- Must be legal to work in Canada / Work Permits okay
- Social media exposure/working understanding would also be an asset.

Job Duties:

Administrative

- Perform general office duties and provide administrative support.
- Answer email inquiries in a timely manner
- Answer and routing phone and returning phone messages.
- Efficient scheduling of trucks/teams and staff to different locations based on business needs, geography, brand positioning, last-minute opportunities, and company productivity goals.
- Identify problems and errors, investigate inconsistencies, and develop solutions
- Be a point of contact and provide direct assistance to all customers, staff, and contractors by responding to employee inquiries.
- Develop and maintain relationships with customers, contractors, and team members
- Research, Track leads, and estimate for sales opportunities as directed by the CEO.
- Working with cloud software, including QuickBooks, Fleetmatics, and other cloud applications.
- Must understand and uphold the policies and procedures established by the company
- Other duties as required

Financial

- Creating invoices, processing Credit cards, EFT, cheque payments and monitoring accounts receivable, and following up on collections.
- Accounts receivable data entry processing, 30-40 invoices a week depending on the time of year.
- Keep in touch with appropriate parties regarding requests for information, estimates, and installment payments.
- Setting up customer files and other aspects of accounting work including quarterly reporting to the owner.

Benefits:

- Staff incentives and reward schemes
- Opportunities for growth
- On-site parking
- Office with a view
- Two-week vacation
- Competitive base salary
- Close to Transit
- Casual dress
- Work remotely opportunities

How to Apply:

If you want to grow, develop, and diversify your current skills and be part of an extraordinary team, please apply to Pickup@greencoastrubbish.com or complete the application form on the website with your most recent version of your resume. We thank all applicants for their interest. We will contact only those candidates who will be considered for an interview.