



## **Job Description**

### **Office Administrator**

Part Time

Precision Machinery is a privately held BC based company that has been serving the lumber manufacturing industry for over 15 years. If you are looking for a solid career with an industry leader, then join our team today!

#### **Responsibilities and duties:**

- Full cycle bookkeeping
- Provide administrative support to team members
- Attend meetings and record minutes
- Answer phone calls
- Manage inventory
- Shipping and receiving (Paperwork only, no packaging)
- Part-time 15-30 hours per week

#### **Qualifications and Skills:**

- 2 or more years of experience as a bookkeeper
- Familiarity with QuickBooks Online is a plus but not required
- Excellent communication and interpersonal skills, with a customer-focused approach
- Strong organizational skills with the ability to manage multiple tasks efficiently
- Ability to handle confidential information
- Self-starter able to work with minimal supervision and contribute positively to a quality team environment

#### **Compensation:**

- \$26.00-30.00 per hour
- Pay is commensurate with experience and qualifications
- RRSP program (1 year)