



Unit #102 - 1339 McGill Road  
Kamloops, B.C. V2C 6K7  
Phone: 250.851.9292  
Fax: 250.851.9922

## **OFFICE MANAGER**

A&T Project Developments Inc. is currently seeking an **Office Manager** who is highly accountable, proactive, energized and motivated. Working collaboratively as part of our team your role will be to provide various services and support to ensure the efficient running of daily office operations.

### **About Us:**

We are a general contractor and developer based out of Kamloops, BC specializing in commercial, residential and development projects. Established in 1992, we now celebrate nearly three decades of exceeding client expectations through the creative use of space, quality craftsmanship and attention to detail. Led by strong business ethics and community-minded values, we have a reputation for our high standards in the commercial and residential building industry.

### **Why work for A&T:**

A&T offers several benefits to the qualified candidate including:

- **Office Space:** Modern office space with plenty of natural light. New staff lounge complete with complimentary snacks and coffee. Bonus, our office is dog-friendly!
- **Growth & Opportunity:** Opportunity and encouragement of growth within the company.
- **Work Life Balance:** Value and understanding of the need for balance between work and personal life.
- **Learning & Development:** Professional development and course offerings to enhance employee skill and knowledge.
- **Wellness & Connection:** Staff events to keep the team connected and engaged. Work culture inspires healthy living and lifestyle.
- **We Give Back:** High level of community involvement including work and volunteer opportunities.
- **Paid Vacation & Sick Time:** This position includes five paid sick days per year, as well as paid vacation time.
- **Benefits & Health Insurance:** Optional health benefits package is offered to this position after successful completion of probationary period.

### **Key Roles and Responsibilities:**

The Office Manager should take a comprehensive approach to managing the various daily activities that will allow the office to run smoothly. They will be responsible for exploring, implementing and advancing office initiatives, cultural events, strengthening the level of professionalism, and recommending changes to office workflow in order to improve efficiency. Duties include but are not limited to:

- General Office Management – including:
  - Reception and phone management
  - General office organization
  - Manage and maintain inventory of office equipment
  - Oversee office maintenance
  - Maintain tidiness throughout office and shared spaces
  - Assist various departments when required
  - Manage office IT matters



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- Accounting Assistance – including:
  - Print, stamp and distribute invoices
  - Scanning and filing documents
  - Conduct weekly bank runs
  - Phone in credit card payments
  - Assist accounting department as needed
  
- Office Communication and Culture – including:
  - Bolster overall employee culture
  - Send all staff communications
  - Track and distribute staff gifts
  - Arrange team events and meetings
  - Oversee new hire training and orientation process

**Qualifications and Experience – the successful applicant must possess the following:**

- Strong computer literacy with experience using MS Word, Excel, Outlook & Adobe Acrobat
- Experience with database programs is an asset
- Ability to multitask and prioritize a variety of tasks
- Exceptional organizational skills and attention to detail
- Strong communication, customer service, and interpersonal skills
- Ability to think proactively and critically and look for opportunities for improving processes
- Be a positive and motivated team player who can fit comfortably into A&T's dynamic team
- Have their own vehicle and class 5 drivers license
- *Experience in Office Manager role or similar an asset*

**Hours:**

Monday – Friday, 8:00am-4:30pm. Flexible work schedule may be an option for the right candidate.

**Wage:**

\$43,680 - \$50,000 annually, based on experience and qualifications.

This **permanent, full-time position** requires a motivated individual who demonstrates integrity, honesty, energy and teamwork to be a fit within our culture.

Please **email** all resumes to **Gary Reed**. We thank all of those who apply, however only candidates selected for an interview will be contacted. If you have any questions regarding this position, please contact Gary at 250-299-4244

Gary Reed – [gary@aandt.ca](mailto:gary@aandt.ca)