

Job Description

We are looking for an Office Manager to support our growth in an all-encompassing role.

Responsibilities are:

- Acting as the first point of contact, greeting clients and answering calls
- Providing excellent customer service and assisting clients
- Making travel arrangements (domestic and international)
- Taking on the task of bookkeeping using QuickBooks Online
- Accounts receivable and making deposits
- Create training manuals/systems/policies
- Organize and manage appointments and calendars for staff
- General administrative duties (filing etc.)
- Entering data and maintaining the CRM
- Ordering supplies for the office
- Maintain facilities

Requirements are:

- Post Secondary degree or diploma in office administration/management
- Strong customer service background
- Self motivated and able to work independently
- Excellent computer skills (Office 365, Word, Excel)
- Excellent communication skills, both written and verbal
- A keen eye for detail
- Bookkeeping experience is an asset
- Working in a medical field is an asset

Job Type: Full-time, Permanent

Salary: \$38,000.00 to \$40,000.00 /year

To apply for this role with Watson Centre Society for Brain Health, please email your resume to: lrockliff@eatonarrowsmith.com.