

Regional Office Manager

Alitis Investment Counsel Inc. ("Alitis") is seeking a Regional Office Manager to join our growing team. This is an excellent opportunity to be part of a locally owned Investment Management Firm based on Vancouver Island.

Reporting to the CFO the successful applicant will be a dynamic member of the team supporting both the operational needs of the Alitis Vancouver Island offices as well as managing our monthly bookkeeping.

Key Responsibilities:

Office Management

- Responsible for all aspects of office operations including facility management
- Coordinating and making arrangements for internal meetings and events including logistics (e.g., communication, location, meals, equipment, materials, RSVPs, and travel.)
- Support the Executive Committee by establishing the agenda and creating meeting minutes for Executive meetings
- Liaise with vendors and suppliers
- Coordinate IT systems with our external IT support team
- Coordinate the purchase of office equipment and furniture as needed
- Investigate new equipment and facility needs
- Work to recruit, select and onboard new team members
- Assist with developing and implement HR policies and procedures
- Perform other duties as assigned

Accounting Support

- Verifying and posting vendor invoices including monthly credit card reconciliation
- Preparing monthly bank reconciliations
- Processing bi-monthly payroll
- Preparing government remittance payments including GST and payroll remittances
- Maintaining employee benefits programs, including quarterly RRSP calculation
- Assisting with new employee onboarding

The ideal candidate will have/be:

- 3-5 years' experience as an office supervisor or manager
- Efficient and effective at getting things done in a timely manner
- Exceptional verbal and written communication skills with demonstrated ability to exercise the utmost discretion with confidential information
- Experienced using Microsoft Word, Excel, and PowerPoint
- Exceptional at managing and prioritizing multiple tasks
- Strong relationship skills

Preference will be given to candidates with:

- 2-3 years of bookkeeping experience
- Experience working in an administrative role in a client service-orientated environment
- HR training or experience

This is a permanent full-time position (Monday to Friday) based in our waterfront Campbell River office. There will also be the option to work from your home office 1-2 days per week.

Remuneration consists of a base salary, a team bonus, and a comprehensive group benefits program, which includes an employer-funded group RRSP.

Alitis is an equal opportunity employer. We are committed to creating a diverse environment. All applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

To be considered for this opportunity, please submit a resume and cover letter outlining your relevant experience to careers@alitis.ca.

COVID-19 Precautions:

Interviews for this position may be conducted by video conference, in-person (respecting social distancing measures) or by phone.

We thank all those who apply; however, only shortlisted candidates will be contacted.