



November 21, 2024

Job Opening:

Office Manager, Bilingual (English & French)

Location: Positive Materials Inc. office in Bathurst, New Brunswick

Overview

We are looking for a bilingual Office Manager to help keep our team organized and ensure the smooth day-to-day running of our office. The ideal candidate is a reliable, intelligent, highly efficient and personable professional with a positive, friendly demeanor, and who thrives in a fast-paced and changing environment. You will provide key administrative support to the VP Environment, the Director of Communications, and visiting executive and technical teams, while also managing vendor relationships and maintaining office operations.

Key Responsibilities

- **Administrative Support:** Assist the VP Environment and Director of Communications with scheduling, document management, and meeting coordination to ensure they stay organized and efficient.
- **Office Management:** Oversee general office operations, including managing supplies, equipment, and maintaining a well-organized, tidy and functional workspace.
- **Vendor Liaison:** Serve as the primary point of contact for vendors and service providers, handling office procurement, contract management, and maintaining positive relationships.
- **Accounts payable and bookkeeping support.**
- **Filing & Documentation:** Organize and manage office files, both digital and physical, ensuring proper storage and accessibility for important documents.
- **Calendar Management:** Coordinate meetings, appointments, and events for senior management, ensuring all details are organized and communicated effectively.
- **Communication:** Act as a point of contact for internal staff and external stakeholders, handling inquiries with professionalism and a solution-oriented attitude. Support meeting and event-planning activities.
- **IT & Office Systems:** Manage day-to-day office technology, including troubleshooting minor IT issues, and ensuring smooth operation of office systems.

Qualifications

- Education: Diploma or certificate in office administration, business, or a related field is preferred.
- Experience: 3+ years of experience in office management or administrative support, preferably in a fast-paced environment. Maturity and experience are a plus.
- Language Skills: Fluent in both French and English, with strong written and verbal communication abilities.
- Technological Proficiency: Proficient with Microsoft 365, including Outlook, Excel, and Word. Comfortable with IT and digital office tools, able to troubleshoot basic technical issues.
- Organizational Skills: Highly organized with the ability to multitask and prioritize workloads, ensuring deadlines are met.
- Interpersonal Skills: Positive, friendly, and professional demeanor with excellent communication skills and the ability to work effectively with a variety of stakeholders.
- Adaptability: Able to work well under pressure and in a fast-paced environment, quickly adapting to changing priorities.

How to Apply:

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience and qualifications to David@posmat.ca.

Positive Materials Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

For more information about Positive Materials Inc., please visit www.posmat.ca