

Position: Office Manager

Location: Caledon, ON

Wage: \$75,000/ yr

Description...

Full Time

Degree in Office Management or related field.

Min of 3 years similar experience.

Extensive knowledge of Office Management Procedure.

Advanced Microsoft Suite and QuickBooks.

Maintain Office equipment, Inventory, Filing Systems.

Maintain Accounting System and Financial Reports.

Assist with Payroll.