

## Office Administrator / Bookkeeper Assistant

We are seeking an Office Administrator to join our team. At Industrial Plankton, we develop and produce bioreactors, focused on improving global food security and mitigating greenhouse gasses. We're a manufacturing company with a healthy dose of R&D. We're a dynamic group that loves to innovate, build, and support our clients.

To assist the company operations and administrative processes, Industrial Plankton is hiring an Office Administrator to support growth. The position is full-time, on-site at our facility. We are currently located in Victoria BC, but will move in a few months to our brand-new, 3X bigger facility in Langford, BC.

The ideal candidate will have a minimum of 5 years experience as an office administrator or similar.

### Key Duties

- Overseeing general office operations, including managing supplies, equipment, and facilities to ensure a well-maintained and organized workspace
- Providing high-level support to executives
- Recruiting support (managing job postings, etc.)
- Assisting with onboarding & offboarding
- Organizing team-building events
- Maintaining office records and databases, ensuring accuracy and confidentiality of information
- Entering & updating product records
- Coordinating travel for staff as required, including arranging logistics for tradeshow
- Shipping support for customers & sales (small packages & eventually equipment)
- Accounting & bookkeeping support (accounts payable, sending payment requests, payroll processing, etc.)
- Manage phone calls and correspondence (e-mail, letters, etc.)

### Required Qualities

- Outstanding attention to detail and thoroughness
- Ability to work effectively with minimal supervision
- Superior organizational skills and the ability to prioritize
- Excellent verbal and written communication skills, including grammar and proofreading abilities
- Ability to check your own work
- Flexibility to adapt to changing priorities and schedules
- Always looking for ways to improve the efficiency of processes
- Proficient with spreadsheets
- Discretion and confidentiality in handling sensitive information
- Bookkeeping experience is a plus
- Must be authorized to work in Canada

### Compensation

- \$27 - \$30 per hour with the option of Co-paid Extended Health Care benefits

**Interested?** We encourage you to apply for this exciting opportunity. Please email [jose@industrialplankton.com](mailto:jose@industrialplankton.com)