

MEGALON

Energy North

Office Manager – full time

Location: Calgary

Start Date: Autumn 2020

The candidate is expected to manage a growing office, including answering phones, running errands, driving the key executives to and from the airport/meetings, picking up office supplies, making travel arrangements/reservations, , grocery shopping and stocking of the company condo/house, working with vendors (ie: car lease, office, rental, office equipment), management of calendars, setting up conference calls, UPS/FedEx, paying bills, filing, entering expense reports, light accounting and other general clerical duties.

Requirements:

1. Must be organized and self reliant
2. Good driving record (valid driver's license)
3. Must be fluent in English
4. Must be very comfortable with MS Office applications
5. Knowing Quickbooks an asset
6. Knowledge of WordPress a bonus
7. Be very internet / mobile phone savvy
8. Excellent phone manner
9. Knowledgeable about Calgary
10. Has familiarity in booking travel, car rentals, hotels, etc.
11. Ability to travel internationally when borders open
12. Is calm under pressure
13. Has sense of humor

Salary: \$TBA plus benefits. Mobile phone. Laptop. Car mileage or transit pass.

Core hours will be 8 to 4 Monday through Friday, with occasional possibility of evenings and weekends
You will be compensated for extra hours if required.

Please apply with a super short cover letter, resume and expected wage.