



## **Office Coordinator & Accounting Assistant**

Some offices have a rhythm you can set your watch to: invoicing in the morning, accounting and data entry in the afternoon, and filing before you go home.

We don't know whose office that is, but it definitely isn't ours.

At [Bridge Electric](#), we're always up to something new: new clients, new projects, new goals. We're always moving forward, and we like to take our staff with us as we face new challenges and grow our skills alongside the business.

Maybe you're an experienced admin professional, or have just a few years of experience after studying a relevant field. Either way, if you're the sort of person who would love a workplace where no two days feel quite the same, we have a great opportunity for you.

### **Office Administration**

Using administrative skills, you'll be engaged in a variety of tasks from week to week, so you'll need to be a fast learner with an appetite for the unexpected.

In addition you'll be working with a variety of different staff members, helping them with projects as the go to person with a solution in hand, so we're looking for someone with winning people skills and solid technical ability.

Some specific duties include:

- Maintain employee records
- Maintain office filing
- Assist Project Managers with various tasks
- Special event planning (work socials, meetings, etc.)
- Send and receive packages/deliveries
- Maintain office supplies
- Answer phones, provide information for clients and contractors, and direct calls to the proper person/division

### **Accounting Assistance**

At times you'll be working on the books so you will need a solid background in accounting and relevant software.

Some specific duties include:

- Assisting with accounts payable including 2%10 payments, quick pays, & month end cheques
- Assisting with payroll
- Occasionally drive locally for daily bank run

In both cases, we need you to be accurate, and exercise a high attention to detail. Mistakes are costly in our line of work, and we're looking for someone who understands the importance of the little things.

Most importantly, we're looking for someone who's adaptable and independent: someone who has the resilience to handle multiple deadlines, the resourcefulness to solve problems on their own, and isn't afraid to suggest new ways of doing things.

### **Working @ Bridge Electric**

This is a full-time, permanent position, with hours from 8:30am to 5pm, Monday to Friday. You will receive a progressive salary, commensurate with your skills and experience. We offer a benefits package, RRSP top up program, and profit sharing that increases based on time spent with us. We also hold awesome social events where people can get to know one another and have a good time together.

We're dedicated to our employees because we know that if they don't thrive, neither do we. There will be plenty of opportunity for you to grow in your areas of interest here, expanding your impact and your earning potential. Once you have learned all you can through on-the-job training, if you have an appetite for more, we provide opportunities for further growth through formal education.

### **Education & Experience**

- Diploma or certification in business administration, accounting, or similar
- Minimum 1 year experience in bookkeeping, accounting, or a financial field
- Experience with administrative tasks
- Experience with event planning and administration
- Experience in electrical/construction (an asset)

### **Supplemental Requirements**

- Strong computer skills, including MS Office, especially Excel
- Driver's license and ability to travel locally
- Fluent in written and spoken English
- Be a Canadian citizen, permanent resident, or hold a valid work permit

### **How to Apply**

Send your resume and cover letter (optional) to [AdminAsst@bridgeelectric.com](mailto:AdminAsst@bridgeelectric.com). Please include in your application the best times to be contacted by phone.

We thank everyone for their submissions and will contact those we would like to discuss the position with further.