

2118 Highway 29 North
Moberly Lake, BC
V0C 1X0



OFFICE MANAGER

Location: Moberly Lake, BC
Salary: TBD pending qualifications and experience
Reports to: Greenhouse Manager

ABOUT:

Twin Sisters Native Plant Nursery is a unique business jointly owned by Saulteau First Nations and West Moberly First Nations. Twin Sisters specializes in growing native plants local to the Peace Region for the purpose of reclaiming and restoring areas of development in our territory. Our team at Twin Sisters is looking to add an enthusiastic committed individual with excellent office management and basic book keeping skills to the team.

JOB DESCRIPTION:

The successful candidate will be responsible for the management of all office operations, human resource coordination, sales, marketing, client relations, social media, and the day-to-day bookkeeping of the business. This individual will work closely with the Greenhouse Manager as a team to ensure the business is supported in a well-rounded manner.

RESPONSIBILITIES

Activities include:

- All office administrative duties including reception
- Basic Bookkeeping / Filing / Point of Sales support
- Working with clients to accept and organize orders
- Human Resource Support / Employee orientations / Timecard submissions
- Streamlining office procedures, record keeping, and inventory
- Other duties as directed by the Board

QUALIFICATIONS & REQUIREMENTS

The ideal applicant would have certification and experience with a:

- Minimum 3 years of office administration, basic bookkeeping
- Experience with Human Resource Management
- Strong computer skills including experience with spreadsheets / Quickbooks software
- Valid drivers license

If you lack any of the qualifications but are willing to make a commitment to gaining the skills through on-the-job training please still submit an application!

To apply, please send your cover letter and resume with 3 references to Julian at grower@twinsisternursery.com or for more information call 250-788-2244

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Closing Date for applying: May 26th, 2023

We appreciate your application, at this time only selected candidates will be contacted.