



Special Projects and Admin

We have a perfect role for someone who wants to work a few hours a day Monday to Friday. You would be responsible for daily tasks on a couple of projects as well as office admin.

More hours may be possible in the future though the role can stay part-time if that suits the best candidate.

If you are a:

- quick learner and solid team player, with
- strong admin, math, computer and communication skills, and
- a keen eye for detail while also seeing the big picture,

then consider joining our team!

Preference may be given to applicants with Quickbooks and/or Payroll experience. Applications close September 1st at 4pm.

*(PLEASE NOTE THE POSTING LAST WEEK WAS AN OLD POSTING
- THIS IS THE CURRENT POSTION WE ARE LOOKING TO FILL)*

August 12, 2017