



JOB POSTING

ADMINISTRATION MANAGER (full-time permanent)

The Administration Manager is responsible for the efficient delivery of a variety of customer service, accounting, and general administrative functions within the store. The Administration Manager plans and maintains systems and procedures, as well as oversees and directs the administrative clerks to ensure optimum efficiency within the department.

The Administration Manager's duties will include:

- Implementing efficient working processes; coordinating, assigning, and monitoring the work of the administration clerks engaged in store openings and closings; reconciling daily store sales transactions; cash management; customer service desk; accounts payable and receivable; payroll and benefits administration; and maintaining Co-op membership and patronage records.
- Overseeing department staffing requirements and scheduling.
- Identifying training needs and training admin clerks in job duties and Co-op policies.
- Resolving work-related problems.
- Researching and proposing new policies and procedures for the administration department.
- Proficiency in the same duties as workers supervised.
- Working collaboratively with the Management Team.

Education and Experience:

The successful candidate will have a degree or diploma in a business, accounting or similar field and 3-5 years' work experience in a related field (or have equivalent education and work experience). He/she will have a management background; working knowledge of accounting principles; supervisory experience; strong organizational, problem solving and communication skills; ability to work with limited supervision; and experience in team concepts and training staff. Proficient computer skills, especially MS Word and Excel is essential. A working knowledge of the Co-op Union Contract is an asset.

How to apply:

Please submit your application to Lisha Scott, Team Manager, **by December 31, 2018.**

Application forms are available at the customer service desk or online at www.hornbyislandcoop.ca