



OKSIR IS HIRING!

Position: Office Manager

Location: Kelowna, BC

Terms: Full Time/Permanent, Monday-Friday, 8:00 am to 4:00 pm

Start Date: As soon as possible

Salary: \$28-\$35 per hour, based on experience

About Us

We are an environmentally friendly codling moth control program in the beautiful fruit growing region of the Okanagan and Similkameen Valleys. Since the Program started more than 20 years ago, the amount of pesticides used in the valley against codling moth has dropped by 96%. Our Program breeds and sterilizes codling moths at our state-of-the-art facility in Osoyoos, and we release them into orchards where they mate with wild moths to prevent the population from reproducing all over the Okanagan. Our Program also provides trapping and monitoring, education, and enforcement services for orchardists.

This position is based out of beautiful Kelowna, British Columbia. Working out of our Head Office located at the Regional District of the Central Okanagan on KLO Rd. SIR offers a great RRSP matching program, excellent medical/dental coverage, paid vacation, and a welcoming, positive work environment.

About You

You are a computer savvy individual who would work onsite at our Kelowna Head Office. You have excellent communication skills and must be outcome oriented. You are proactive, self-disciplined, organized, and have a strong attention to detail. You will be fully engaged and busy from the first day. You like working as part of a team and former co-workers would call you “a pleasure to work with,” but you are also a self-starter who is able to get things done on your own.

Your phone skills are exceptional, and you treat every caller and visitor with the same high level of respect, whether they are a prominent local politician or an angry homeowner. You have very good judgement—you know how far to take a project on your own before checking in with your colleagues and you know when to ask for help if you need it.

Your written communications are even better than your verbal skills! You can take minutes at a board meeting and draft formal memos as easily as you can send quick and friendly internal emails.

About The Position

The Office Manager will report to the General Manager and is responsible for corporate administration, financial reporting, HR support, and special projects. As a team player, you will work closely with the General Manager, Facility Manager, Operations Manager, Entomologist, and Field Supervisors on various tasks. This position may require occasional travel up and down the valley to other OKSIR field offices to assist staff with minor IT support, fleet management, and other field related duties. You will work in the office Monday through Friday from 8:00 am to 4:00 pm with a one-hour unpaid lunch break.

Responsibilities and Duties

- Organize office operations, procedures, and policies
- Ensure office efficiency while anticipating department needs
- Organize, manage, and interpret sensitive data, retrieving and delivering information as required
- Manage and maintain relationships with clients, vendors, service providers, and contractors to ensure reporting is completed correctly and effectively in a timely manner
- Oversee hiring process and employee onboarding/offboarding
- Manage and maintain employee files and communication for payroll processing
- Facilitate the Occupational Health & Safety Program as Safety Coordinator
- Coordinate and implement any required communication initiatives
- Assist with field operations when required

Qualifications and Skills

- Completion of post-secondary education in a related field
- Accounting experience and experience using Vadim Software would be an asset
- High proficiency with various platforms (MS Suite, Adobe, WordPress, Zoom, etc)
- Experience in an office environment (local government experience is an asset)
- Ability to multi-task and prioritize urgent items
- Ability to keep calm and make informed decisions when emergencies arise
- Excellent verbal and written communication skills
- Excellent attention to detail and organizational skills
- Ability to work with a variety of stakeholders including Board Directors, local government and industry staff, growers, vendors, and the public
- Valid BC Driver's License (experience with ATVs and field equipment would also be an asset)

Benefits

- SIR offers a great RRSP matching program, excellent medical/dental coverage, paid vacation, and a welcoming, positive work environment.
- ❖ If this sounds like a good fit for you, please submit your resume, with a cover letter that clearly demonstrates why you're the one for the job, to jobs@oksir.org.

Please understand that due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements.
