



Job Title: Administrative Manager

Company: Long Point Eco-Adventures

Location: St. Williams, Norfolk County, ON, Canada

Starting Wage: \$23.00 / hr, FULL TIME; must be available on weekends, evenings and holidays

About Us:

Long Point Eco-Adventures is a dynamic tourism & travel company dedicated to providing a sustainable and eco-friendly travel experience to families, couples and groups alike since 2008. We pride ourselves on our commitment to excellence, innovation, and fostering a collaborative work environment where every team member's contribution is valued. Our resort features a variety of tours & experiences, glamping & accommodations, as well as food & beverage services.

Position Overview:

We are seeking an experienced and detail-oriented Administrative Manager to join our team. The ideal candidate will be proficient in QuickBooks accounting software, have extensive knowledge of Google applications, and familiarity with payment processing systems would be considered a significant advantage. As an Administrative Manager, you will play a crucial role in ensuring the smooth operation of our office staff & administrative functions, managing financial records, and providing support to various departments.

Responsibilities:

- Oversee daily administrative operations, including managing office supplies, scheduling, coordinating meetings, and handling correspondence.
- Utilize QuickBooks to maintain accurate financial records, process invoices, and reconcile accounts.
- Reconciling flybook booking software with payroc and bluepay processors on a monthly and weekly basis.
- Provide marketing with reports and supporting documents to carry out promotions and campaigns
- Assist with payroll processing and ensure compliance with relevant regulations.
- Provide administrative support to various departments, including assisting with scheduling, document preparation, and data entry.
- Manage credit card and expense reporting for staff members and the company.
- Act as the point of contact for external vendors, clients, and stakeholders.
- Maintain and update filing systems, both physical and digital, ensuring easy access to important documents and accounts receivable information
- Assist in the development and implementation of office policies and procedures.



- Train and supervise office staff members, delegating tasks and providing guidance as needed.

Qualifications:

- Bachelor's degree or College Diploma in Business Administration, Accounting, or a related field.
- Proven experience as an Administrative Manager or similar role.
- Proficiency in QuickBooks accounting software is essential.
- Strong knowledge of Google applications, including Gmail, Google Docs, Sheets, and Drive.
- Experience with booking systems such as Flybook / Air BnB is highly desirable.
- Excellent organizational and multitasking abilities, with keen attention to detail.
- Strong communication and interpersonal skills, with the ability to interact effectively with colleagues at all levels.
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
- High level of integrity and discretion in handling confidential information.
- Flexibility and adaptability to changing priorities and responsibilities.

Benefits:

- Competitive hourly rate based on experience and qualifications.
- Monthly staff events & exclusive discounts on site, at Hometown Brew Co. & Burning Kiln Winery.
- Professional development opportunities.

Join our team and become an integral part of our success! If you meet the qualifications outlined above and are eager to take on new challenges in a dynamic work environment, we encourage you to apply. Please submit your resume and cover letter detailing your relevant experience and why you would be a great fit for this position. We look forward to hearing from you!

Application Instructions:

Please submit your resume and cover letter to chloe@lpfun.ca by March 3rd, 2024. In your cover letter, please highlight your experience with QuickBooks, Google applications, and any relevant booking systems. Only successful applicants will be contacted.

Good luck & keep adventuring!