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## Job Overview: Office Manager

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May 23, 2018

At S3 Manufacturing, the Office Manager organizes, oversees and coordinates the daily operations of the office team. The successful candidate will be a values-driven, results focused individual capable of producing consistent individual and team results.

### Job Overview:

- Oversee and perform Accounts Payable, Accounts Receivable and Payroll functions
- Manage and coach the office and administrative staff
- Maintain accurate reports as required for the General Manager
- Establish and monitor key performance indicators for office team, providing constructive feedback and training as necessary
- Onboard new hires and ensure successful integration into the office environment
- Oversee general office functions

### Requirements:

- 3-5 years relevant experience
- Supervisory experience
- Accounting experience is highly desirable
- High attention to detail
- Above-average communication skills
- Strong knowledge of Word, Excel and Outlook
- The ability to enable a strong team and interact well at all corporate levels
- Identify areas for improvement, initiative in problem solving and initiating action plans
- Strong business sense

### Why work with us?

*Challenge and opportunity typify every career at S3. In addition, we offer:*

- Competitive salary
- Comprehensive benefits package
- RRSP matching and bonus programs
- Educational & health allowances
- Advancement opportunities
- Challenging, respectful work environment

Please apply by email to [careers@S3mfg.com](mailto:careers@S3mfg.com).