

Job Outline for: Office Supervisor

January 25, 2019

At S3 Wireform, the Office Supervisor leads financial operations and ensures that administrative information and systems are in keeping with corporate objectives. The successful candidate will be a values-driven, results focused individual capable of producing financial results and successfully coaching and overseeing administrative employees.

Job Overview:

- Prepare budget and projection reports
- Monitor cash flow and perform Accounts Payable, Accounts Receivable and Payroll functions.
- Prepare month-end & year-end working papers, analysis, financial statements.
- Prepare reports and analysis related to inventory, cycle counts, audits, sales, and production
- Set up and audit financial and administrative systems.
- Onboard new hires and ensure orientation processes are completed.
- Oversee general office functions.
- Supervise all office personnel
- Monitor key performance indicators.
- Co-ordinate with other S3 business units.
- Perform other tasks as assigned by the General Manager

Requirements:

- Minimum of 3 years previous accounting experience.
- Supervisory experience.
- Strong understanding of fundamental accounting principles specific to manufacturing.
- Experience in Manufacturing ERP Systems, such as MAX, SAP, etc.
- Proficiency with Microsoft Office Suite, with high levels skills in Word, Excel and Outlook.
- Strong analytical and reporting skills
- The ability to monitor and enforce multi-team project deadlines and reporting.
- Initiative in problem solving.
- Relative education as asset (ie: degree, designation or diploma in accounting discipline).
- Strong business sense
- The ability to self-teach

Our team relies on each other to be transparent and to make decisions that are in the best interest of the company. We expect each other to promote our corporate values of joy, character, honour and integrity at all times, and to actively support our companies' leaders.

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@S3wireform.com.