

Job Title: Office Manager with Virtual Operations Oversight

Company: Canada Produce

Work Location: 1 Westside Dr. Etobicoke, ON Canada M9C 1B2

Industry:

- Consumer Goods
- Food & Beverages

Flexible Language Requirement: English, Filipino

The Role

Canada Produce is in search of a highly organized and dynamic Office Manager with a strong capability to oversee virtual operations, based out of our Etobicoke, ON, office. This role is designed for a professional who excels in both traditional office management and the coordination of virtual operational aspects of our organization. Your primary responsibilities will include optimizing office processes, managing both in-house and remote resources efficiently, and ensuring the smooth execution of day-to-day operations to support the company's objectives. You will play a crucial role in fostering collaboration among teams, streamlining workflows, implementing best practices, and leading continuous improvement initiatives. This position demands exceptional organizational skills, outstanding communication abilities, and a proactive approach to problem-solving.

Key Responsibilities:

- **Office and Virtual Operations Management:** Ensure efficient operation of both physical and virtual office environments, including the management of office supplies, equipment, and technology resources.
- **Process Optimization:** Identify and implement strategies to enhance operational workflows, increase efficiency, and improve overall office functionality.
- **Resource Management:** Oversee the allocation of both physical and virtual resources to meet project deadlines, operational requirements, and support business continuity.
- **Team Collaboration:** Act as a central point of coordination for in-house and remote teams, facilitating communication and collaboration across departments.
- **Performance Monitoring:** Develop metrics to evaluate the performance of office and virtual operations, identifying opportunities for improvement.
- **Risk Management:** Identify potential risks to office and virtual operations and develop strategies to mitigate these risks.

- **Vendor and Facilities Management:** Manage relationships with external vendors and oversee the maintenance of office facilities to ensure a safe and productive work environment.
- **Budgeting and Cost Control:** Manage office budget, monitor expenditures, and implement cost-saving measures without compromising quality or efficiency.
- **Training and Development:** Organize and provide training sessions on office procedures, use of office equipment, and best practices for virtual collaboration.
- **Reporting:** Prepare and present regular reports on office operations, resource utilization, and key performance indicators to management.

Qualifications:

- Bachelor's degree in Business Administration, Operations Management, or a related field. A Master's degree is preferred.
- Proven experience as an Office Manager, with a strong understanding of both traditional office management and virtual operations.
- Excellent organizational, analytical, and problem-solving skills.
- Proficiency in office management software, project management tools, and virtual collaboration platforms.
- Exceptional communication and interpersonal skills, with the ability to manage both in-house and remote teams effectively.
- Ability to thrive in a fast-paced environment, manage multiple priorities, and adapt to changing operational needs.
- Experience in facilities management, vendor relations, and budget management.

What You Can Expect from Us:

- A flexible working environment that supports a healthy work-life balance.
- A culture that values creativity, diversity, and continuous learning.
- Opportunities for growth and career development.
- A competitive salary and comprehensive benefits package including Dental, Medical, and Vision.
- A supportive team environment that encourages professional growth and development.
- A commitment to sustainability and making a positive impact in the workplace.

Canada Produce is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We provide equal employment opportunities without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Experience:

- Minimum of 4 years in Office Management, with experience overseeing virtual operations.
- Minimum of 1 –2 years of experience on Fishbowl Inventory Management System, Quickbooks, System Integration and Mapping, Salesforce.

Employment Type: Full Time, Permanent

Schedule: Monday to Saturday

Expected Hours: 44 hours per week

Schedule: Monday to Saturday

Salary: \$60,000

Benefits: Benefits package including Health, Dental, Drug, and Eye care

Employment Terms: Full time, Permanent

Date of Hiring: March 15, 2024

How to Apply: Interested candidates are invited to submit their resume and a cover letter explaining their suitability for the role to humanresources@canadaproduce.ca. We appreciate all applications, but only those candidates selected for an interview will be contacted.