

OFFICE MANAGER

PRAIRIE **MOBILE** COMMUNICATIONS, a leading supplier of wireless communications products with 13 branches across the Prairies and NW Ontario, is recruiting for a new position, Office Manager, at the Faithfull Avenue location in Saskatoon.

The Office Manager will be responsible for: branch operations including contract negotiations, building & property maintenance; oversee branch administration including account reconciliations, billings, accounts receivable, and collections; workplace safety and health; supervision and leadership of administration employees. The incumbent must have a minimum of five years experience in a management role with a minimum of two years supervisory experience; be a highly motivated and organized professional with excellent communication, organizational, problem-solving and interpersonal skills; have recognized training in business administration or business management majoring in accounting or possess a combination of related experience through on-the-job training.

We offer a competitive salary, educational assistance, and a comprehensive benefit package including a registered retirement savings and deferred profit sharing plan.

Please forward your resume and cover letter stating salary expectations to:

hr@prairiemobile.net

