

Job Title: Administrative Manager

Location: Remote in NS or NB (Preference for Southern NB, Truro or HRM)

Terms: Full-time, permanent, flexible hours

Salary/rate: \$55 - \$65 K annual salary

About Us

In short, we supply, manufacture and/or source almost everything needed for mixed fruit, veggie & flower farms to thrive. We sell everything from greenhouses to tunnels to plastics to irrigation and beyond. Wolpin Enterprises is a company that strives to cultivate, inspire, and connect producers and consumers in order to positively impact food sovereignty through education and season extension resources. We partner with local and international agricultural suppliers and manufacturers to bring the best products to small and medium sized farms in the Atlantic region, while also consulting with farmers to design and manufacture products locally that are specifically suited to the Atlantic growing climate.

About the Role

We are seeking an enthusiastic and self motivated individual interested in becoming involved in this growing agricultural business. The Administrative Manager is a vital part of the team who enjoys learning on the job in a fast paced sales environment. Their role is partially an executive assistant, ensuring all administrative aspects of the business are covered, while proactively maintaining and establishing structure and order within a company owned by an entrepreneur who is driven by creativity.

Responsibilities

- Organize day-to-day operations including tracking incoming sales, fielding/directing customer inquiries, and other general administrative duties.
- Work in partnership with the sales and operations teams to coordinate deliveries.
- Keep and appropriately organize all administrative and financial records.
- Manage accounts payable and receivable including generating quotes, invoicing customers, managing purchase orders, and paying bills.
- Perform regular bookkeeping duties such as handling bank transactions, reconciling accounts, and performing payroll.
- Coordinate with suppliers to appropriately track orders from creation to delivery.
- Maintain inventory systems by receiving items into inventory, tracking product costs, and organizing regular inventory checks.
- Report/advise Wolpin Enterprise leadership on process efficiencies

Qualifications

- ❖ Above average organizational and prioritization skills
- ❖ 2-5 years experience working in an administrative role or similar work environment
- ❖ Ability to work in fast-paced environments
- ❖ Ability to work independently
- ❖ Close attention to detail
- ❖ Excellent problem solving skills
- ❖ Knowledge of basic computer software programs
- ❖ Ability to manage Quickbooks Online or equivalent program
- ❖ Excellent spreadsheet skills
- ❖ Ability to manage other team members for future company growth

Contact Us to Apply

Send your resume with a compelling letter or creative submission to hello@wolpinenterprises.ca.