



## CURRENT OPPORTUNITY

Title: **Office Manager**

Employment Type: **Full-time**

Location: **Edmonton, AB** (10328 – 81 Ave NW)

### **Join a dynamic team, focussed on helping Municipal Governments build great communities.**

We are a technology and service company, that is driven to help build a better Municipality. Our software offering is led by our flagship GIS product, which provides integrated viewing and control capabilities to a Municipality, while our services help our clients manage their data.

We are a small but growing (+30% year-over-year), team that is well positioned for growth in a niche market, and we are looking for A-player team members who can help take us to the next level.

### **Position Overview.**

- Bookkeeping – operational invoices and expenses, prepare month end, government remittances, payroll source deductions, and bank reconciliations;
- Accounts Receivable & Accounts Payable – be the point of contact for issuing invoices, and paying bills;
- Event coordinate & lead the organization of our annual customer conference;
- Executive Assistant to the Vice-President – available to assist the VP with administrative tasks; and
- General office management - filing, mail, document management, office supply management.
- Opportunity is based at MuniSight's new office space in Edmonton, AB.

### **Position Requirements.**

- Proficient in Quickbooks Online, and Microsoft Word/Excel/Outlook;
- Excellent written and verbal communication skills;
- 3+ years of Office Management;
- High degree of professionalism;
- Ability to work in a fast paced environment;
- Strong organization skills, attention to detail; and
- Strong ability and willingness to learn.

### **About MuniSight.**

MuniSight is a growing software business in the Edmonton region that is dedicated to helping Municipal Governments be successful. We offer competitive compensation, full paid vacation, and comprehensive health & dental benefits. Our company is growing, so our team members are continuously challenged at the highest level. Our Company strives to be an example of a successful high-growth software technology company in Alberta, and our team members depend on each other to make it happen.

### **To apply.**

To apply, contact:

Email: [admin@munisight.com](mailto:admin@munisight.com) (Attn: Teresa Yeager)

Email subject: Opportunity: Office Manager