



## C A R E E R S   W I T H   A   F U T U R E

### CO-OPERATIVE EMPLOYMENT OPPORTUNITIES

**Position**            Office Manager

**Department**       Administration

**Location**           Mall Administration Office

**Duties**

- ✓ Day-to-day office operations.
- ✓ Assist in financial and management reporting.
- ✓ Supervise the administration staff ensuring deadlines are met.
- ✓ Contribution to a team environment
- ✓ Assist the Controller with projects as required.
- ✓ Other duties as assigned

**Qualifications**

- ✓ Post secondary education in office and/or accounting.
- ✓ Proven supervisory skills.
- ✓ Communication skills.
- ✓ Proficient use of english language, both written and oral.
- ✓ Must possess strong organizational skills

**Reports To**           Val Armella, Controller

**Deadline**            23-Jan-12

If you are interested or require additional information, please contact

\_\_\_\_\_ **Debra Smith, Human Resources Manager** \_\_\_\_\_

Employees interested in the above position, are to inform their immediate supervisor of their intentions before they approach the contact person.

Date Jan 13, 2012

Authorization Debra Smith

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