



Job Title: Bookkeeper/Office Administrator (Full-Time)

About The Art of Productions Inc.

The Art of Productions Inc. (The Art Of) is Canada's preeminent owner and producer of educational conferences for professionals including The Art of Sales, The Art of Entrepreneurship, The Art of Leadership, The Art of Leadership for Women and The Art of Marketing. The Art Of programs attract over 10,000 senior decision makers annually who learn from leading edge authors and experts such as Malcolm Gladwell, Arianna Huffington, Jack Welch, Seth Godin, Martha Stewart and Col. Chris Hadfield. The Art Of events are supported and sponsored by world-class organizations that include Microsoft, IBM, Knightsbridge, BMO, Queen's School of Business, SAP, Ceridian and Tangerine to name few.

Check us out at www.theartof.com

Job Description

Proven ability to multi-task and work with minimal supervision. Proficient in QuickBooks is a must! The Office Administrator works closely with the Management team to manage day-to-day operating responsibilities for the office. This is a full time position (Mon-Fri).

Role

- Work with QuickBooks, enter and pay bills, invoice and reconcile bank accounts.
- Receive materials, control of inventory and manage relationships with vendors and service providers.
- Assist management in budgeting, creating reports, communication with CPA and other tasks.
- Assist with all sales, business development and customer service administrative tasks.
- Oversee general office, answer phone calls, take orders and provide excellent customer service.
- Train new employees in office procedures, telephone system and office equipment.
- Develop and maintain office organization

Skills / Experience

- Strong accounting / office administrative background. 2 years +
- Extensive knowledge and proficiency in QuickBooks required.
- Above average computer skills, including Microsoft Office products like Word, Excel and Outlook.
- English, French and German speakers.
- Entrepreneurial mindset and the ability to multitask, set priorities and take initiative.
- Proven ability to form strong relationships with management and customers.
- Pragmatic and practical spirit with strong planning and organizational skills.
- Possesses excellent oral and written communication skills.
- Proven ability to maintain confidentiality.
- Strong desire to learn and grow professionally.

Please send your resume and cover letter to careers@theartof.com with reference to the Account Executive position. The Art of Productions Inc. thanks all applicants for their interest however; only those selected for an interview will be contacted.

