

## **The Backyard on Aberdeen**

### **Office Operations Coordinator – Full-time, Permanent**

Location: Brandon, MB

Start date: September 7, 2021

The Backyard on Aberdeen is a growing, dynamic venue which is part of an organizational trifecta in the hospitality industry. We are recruiting for a creative, highly organized, self-starter who can be part of this growing, fast-paced catering and events team. Reporting to the business owner, this individual will hold a key role in the successful and efficient operations and coordination of business operations.

To be a successful Office Operations Coordinator, you should be a strong leader with excellent time management skills and the ability to manage multiple streams of information and priorities. You will be responsible for the administrative and organizational functions and must have a strong customer experience focus.

#### **Required Skills:**

- impeccable organizational skills
- able to take the lead to problem solve and make decisions with little to no direction
- ability to work under pressure in a fast-paced environment
- able to multi-task proficiently
- able to communicate clearly to give direction and coordinate with other departments
- proficient in written and oral communication

#### **Job Duties:**

- responsible for inventory management
- communicate and schedule appointments with current and potential clients/customers
- booking, contract completion and follow up for venue bookings
- management of all email communications for multiple business streams
- responsible for the data entry of accounts payable and invoicing for multiple business streams
- filing and organizing documents to submit to accountant

#### **Job Qualifications:**

- 3 – 5 years customer service experience
- Hotel/restaurant management experience an asset
- Strong computer skills - Strong knowledge base of accounting-based programming (Quickbooks experience an asset) computer programs or similar experience
- Valid Class 5 drivers license

***Deadline to apply: Noon on August 12, 2021***

*Please direct all inquiries and applications to:*  
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