

## OFFICE & ACCOUNTING ADMINISTRATOR

**Location:** Brandon, MB • **Status:** Full-time (40 hours/week)

**Wage:** \$22 to \$24 per hour; based on experience

### ABOUT THE ROLE

We are seeking an experienced Office & Accounting Administrator to work within our Accounting Department. The successful candidate will provide services and support to Greenstone Building Products Ltd, Excel-7 Ltd, Glacier Wash Inc and other associated companies.

### RESPONSIBILITIES

- Coordinate office operations and procedures to ensure effectiveness, organization, and efficiency
- Welcome guests and clients in a friendly and professional manner in person or on the phone; answering or directing calls
- Assist Controller with full cycle accounting functions
- Assist Safety Coordinator with administrative duties
- General administrative functions including ordering supplies, shipping, scanning & filing QC documents
- Support all associated companies with other duties as assigned

### REQUIREMENTS

- Post-secondary diploma or degree
- Minimum 2 years of working in an accounting related position
- Experience with QuickBooks, Dynamics 365, or another ERP accounting system
- Proficient with Microsoft Office programs including Word, Excel, Outlook, SharePoint, and Teams
- Thorough and organized with a keen attention to detail
- Experience within the construction or manufacturing industry is considered an asset

### GET TO KNOW GREENSTONE

Greenstone Building Products is a locally owned and operated manufacturing company that manufactures the ICE Panel – a structural composite panel for residential, commercial, and industrial building applications.

Our mission is to provide builders and developers with an energy efficient building envelope that will save time and money from construction to completion, and for a lifetime after.

### WHAT WE OFFER

- Competitive wage
- Comprehensive benefits package
- Professional development opportunities
- A fun, inclusive work environment with a focus on work/life balance

### JOIN OUR TEAM

To apply to this position, please visit our CAREERS page at [gsbp.ca/careers](https://gsbp.ca/careers)

*We thank all candidates for applying.  
Only those selected for an interview will be contacted.*