

CHAN NOWOSAD BOATES
CHARTERED PROFESSIONAL ACCOUNTANTS



Chan Nowosad Boates Inc. is seeking an Office Manager to work out of our Campbell River office. The position as advertised is for 15 hours a week however we would consider hiring the right individual full time should they possess the appropriate experience and skill set.

We are looking for a professional individual who has a minimum of 5 years' experience in a management position. You will be overseeing a team of 30+ staff, administrative tasks, marketing, various processes and accounts receivable.

This position will require that you are organized, efficient and have superior people skills. Experience in a professional office is preferred.

Chan Nowosad Boates Inc. offers very competitive compensation, employment benefits including health benefits, flex time and RRSP matching as well as a great workplace atmosphere.

If you would like to be part of our team, please deliver your résumé with cover letter to the attention of Derek Lamb at either of our offices (980 Alder Street, Campbell River or #201-1532 Cliffe Ave., Courtenay) by February 22, 2019 or by email at derek@cnbcpa.ca. We thank all applicants, however only those selected for interviews will be contacted.