



OFFICE MANAGER POSITION

The St. Paul Ag Society, located at 5322 – 48 ave in St. Paul, AB, is an active organization operating a busy agricultural arena and host to several major events throughout the year is seeking a highly motivated individual to fill a part-time position. The office manager position will answer to a board of directors.

Responsibilities include but not limited to:

- Accounting: Accounts payable & receivables, month-end reconciliation, year-end preparations, CRA reports (Payroll, WCB, T-4), Banking;
- Attend general meetings, committee meetings and any other as required;
- Apply for grants & complete all grant reports;
- Apply for AGLC licences & reporting (Liquor, Gaming, Casino);
- Booking & Facility usage management;
- Communication via phone, emails, texts;
- Management of office;
- Assist volunteer committees with their tasks;
- Update website & social media posts;
- Any other tasks, as required.

The successful candidate should possess the following skills:

- Proficient computer skills and knowledge of Microsoft Office Suite;
- Excellent knowledge of Quickbooks;
- Multi-tasking, prioritizing & strong organizational skills;
- Effective verbal and listening communication skills;
- Able to work independently, must be self-motivated;
- Strong social media & website development skills will be an asset;
- Prepare to volunteer some time;

E-mail resume and cover letter to stpaulagsociety@gmail.com.

We thank all applicants in advance, only those shortlisted will be contacted.
Job will commence as soon as a suitable candidate is found.

Part-time position (3 days/week)

Salary will be based on experience and/or qualification.

Deadline to apply is March 31, 2025