

## **Office Manager**

**Central Testing Labs Ltd.**  
**Winnipeg, MB**

Central Testing Laboratory Ltd. is currently on the hunt for an administrative professional to join our team as the Office Manager.

In this role, you will work to ensure our staff is supported with the tools they need to deliver exceptional services to our clients by fostering an organized and positive work environment.

Elevate your business management skills and embark on a new challenge helping our team support the Canadian Agricultural Industry with innovative solutions.

### **We Create New Industry Standards**

As Agricultural Professionals, it is our mission to provide efficient and accurate lab services to our Growers in the food and feed industry so they can better serve Canadians with quality products.

We strive to surpass the status quo by servicing our customers using our creative, flexible, and technical expertise and a total focus on providing customer satisfaction and quality workmanship.

### **Duties and Responsibilities:**

With the support of two administrative staff, you will be responsible for the following tasks:

- Greeting clients in a warm and welcoming manor
- Efficiently and effectively responding to client inquiries
- Managing shipments
- Distributing checked documents and correspondence
- Systematically compiling records of office activities
- Working with staff to verify internal and external pricing
- Procuring 3<sup>rd</sup> party work
- Processing customer payments
- Maintaining databases by entering and managing reports
- Coordinating and implementing staff workflows
- Promoting a positive work environment through personal practices of quality and integrity

### **Qualifications:**

- Minimum 5 years of experience in an administration role
- Ambition to take on a supervisory role
- Excellent customer service skills
- High attention to detail with proven organizational skills

## Office Manager

- High comfortability in using Microsoft Suite and adapting to new computer systems
- Positive attitude and strong worth

The chosen candidate will be entitled to some work from home, but will be required to close the office Monday to Friday at 5:00 p.m.

Come and be the newest addition to our close-knit team and bring your dog too!

**To apply, please send your resume in confidence to: [apply@customizedrecruitment.ca](mailto:apply@customizedrecruitment.ca).**

**We thank all those that apply, however, only those that meet the qualifications of this role will be contacted.**