

A PARTNERSHIP OF LANDSCAPE ARCHITECTS AND PLANNERS

Part-time Office Administrative Assistant, Saskatoon

Crosby Hanna is a leading landscape architecture and planning firm with offices in Saskatoon and Regina, Saskatchewan. Our team thrives on tackling diverse and intricate projects, earning accolades for our innovative work.

Our ideal candidate(s):

- Has experience working in an office management setting.
- Excels in written and verbal communication.
- Demonstrates critical thinking and problem-solving abilities.
- Maintains a positive attitude and thrives in a collaborative professional environment.
- Is proficient in software typically used for office administration: Microsoft suite of software and other relevant applications.

Key responsibilities include:

- Assistance with monthly invoice generation
 - Includes generating month-end reports from time/expense entry software; working with project managers to generate and format invoices; submitting finalized invoices to clients.
- Accounts Payable and Receivable recording and tracking, including communication to book-keeping services to ensure accounts are kept up to date.
- Assistance with following up on overdue accounts; this may include statement generation and forwarding statements to clients via email.
- Time reconciliation for employees
 - Includes reviewing time banks and updating time-tracking spreadsheets
- Additional office administration tasks as directed by Crosby Hanna Principals

At Crosby Hanna, we value individuals with excellent teamwork and communication skills, capable of managing their workload and priorities effectively. The successful candidate(s) will exhibit strong time management and organization, and the ability to manage multiple tasks and evolving needs.

We anticipate this salaried, part-time position will require 15 hours per week; regularly scheduled hours are required, with flexibility offered within a normal work day; the position would begin as in-office and may transition to at-home in discussion with Principals. Eligibility for benefits is negotiable.

Please forward a detailed resume and cover letter outlining relevant experience to info@crosbyhanna.ca. Applications will be accepted until the position is filled.

Crosby Hanna

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