

**Position:** Office Manager  
**Job Type:** Full Time  
**Location:** Purity Gas Inc.  
14-760 Pacific Road, Oakville, ON L6L 6M5  
(Relocating to Ancaster in January 2023)

## **COMPANY OVERVIEW**

We are a fiercely passionate solutions-based team driven by innovation, continuous improvement and collaboration. We disrupt the multi-billion dollar nitrogen gas market with state-of-the-art technology that allows commercial & industrial gas users to reliably, safely and cost-effectively produce their own supply of gaseous nitrogen in-house and on-demand for a fraction of the cost of buying nitrogen from third party gas suppliers.

Our technology delivers a significant value proposition to nitrogen gas users, primarily via the ability to generate nitrogen on demand for often 90% less than the cost of traditional bulk nitrogen gas delivery. Beyond the financial benefits, Purity Gas nitrogen generation technology is much more environmentally sustainable than traditional gas separation, as a result of requiring less input energy for the production of nitrogen and eliminating the need to have nitrogen gas delivered to the site by transport trucks.

Learn more at [www.puritygas.ca](http://www.puritygas.ca).

## **JOB SUMMARY**

The Office Manager is a dynamic and highly adaptable professional who is highly proficient in small business, full cycle accounting and general office management. The ideal candidate also has a strong knowledge of sales order processing, purchasing, and logistics procedures.

## **RESPONSIBILITIES**

The Office Manager will have the key responsibilities of organizing and managing the accounting and office administration duties within Purity Gas. The Office Manager will also perform sales order processing, purchasing and inventory control duties. The specific responsibilities may include:

### **Administrative Responsibilities**

- Manage office and associated office vendors (security, utilities, cleaner, etc.)
- Answer general office phone line and oversee general email inbox (low volume)
- Oversee office supplies inventory and reorder as required
- Manage inbound and outbound office mailings
- Request internal and external insurance certificates as required

- Create and update SOP's as they pertain to your duties
- Assist senior management with strategic projects

### **Accounting Responsibilities**

- Process new customer applications and establish new vendor accounts
- Record financial transactions in Quickbooks
- Prepare & send invoices and payment receipts to customers
- Manage full cycle accounts payable and accounts receivable
- Manage collections strategy on overdue AR accounts
- Prepare post-project profitability reports with analysis and recommendations
- Create and distribute weekly sales and income reports
- Track and report on progressive billing and preventative maintenance liability accounts
- Establish and track landed costs of inventory items
- Calculate payroll deductions and process company payroll through Quickbooks
- Issue employee T4's, ROE's and letters of employment as required
- Monthly bank and credit card reconciliations
- Prepare all government filings as required (HST, WSIB, etc.)
- Corporate year-end tax preparation (with Purity Gas' accounting firm)

### **Sales Order Processing Responsibilities**

- Create sales orders for capital projects, service and parts sales in Quickbooks
- Send order confirmation records to customers
- Track open sales orders and update stakeholders as required

### **Purchasing, Shipping & Receiving Responsibilities**

- Create new inventory items in Quickbooks and maintain accurate inventory records
- Create and send purchase orders to vendors
- Track deliveries and update stakeholders as required
- Create item receipts in Quickbooks
- Create picklists and packing slips for warehouse personnel to fulfill orders
- Coordinate freight and courier deliveries with vendors and customers
- Oversee warehouse supplies inventory and reorder as required
- Send weekly inventory reports to stakeholders
- Oversee year-end inventory count

### **WORK CONDITIONS**

- Regular full-time hours, five days per week
- Workplace locations to include:
  - Purity Gas office (primary work location)
  - Hybrid work from office/home arrangement is available

## SKILLS & QUALIFICATIONS

- Minimum of 5 years of experience in small business accounting
- Post-secondary degree or diploma in accounting or bookkeeping
- Fundamental understanding of full cycle accounting practices
- Highly proficient in QuickBooks Desktop Enterprise accounting software
- Experience managing payroll and source deductions
- Strong knowledge of sales order processing
- Strong knowledge of purchasing, shipping and receiving
- Strong knowledge of inventory management and establishing true landed costs
- Excellent ability to multitask and manage multiple ongoing projects and priorities
- Able to prepare professional reports and present them to the senior management
- Excellent communication skills
- Superb time management skills
- Someone who can bring new ideas to reality to increase efficiency
- Strong team player and team builder with a proven ability to maintain confidentiality
- Quick learner, adaptable and self-starter who leads by example
- Experience with Google Workspace and Salesforce is an asset
- Fluent in English language (written and oral)

## KEY JOB CONTACTS

- Purity Gas colleagues
- Purity Gas vendors and customers
- Purity Gas' chartered professional accounting firm

If this job opportunity interests you and you possess the skills and qualifications to succeed in this role, please forward your resume to [info@puritygas.ca](mailto:info@puritygas.ca) by **Friday, August 5, 2022**. Purity Gas thanks all applicants who express an interest in the job opportunity but will only contact applicants who are selected for an interview.

At Purity Gas, we adopt a collaborative work culture that is motivating, exciting and adaptable to the needs of our clients, our partners, and our employees. Purity Gas' hiring practices are aligned with human rights laws, which guarantee every person equal treatment in regard to employment and opportunity for employment, regardless of race, colour, creed/religion, gender, sexual orientation, marital status, age, mental or physical disability.