



Coast Outdoor Advertising Ltd.

325 - 645 Fort St.

Victoria, BC V8W 1G2

Ph 250 388 3733

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**Office Administrator/Accounts Specialist
Downtown Victoria, BC, \$25/hr plus, P/T to F/T
Starting after May 16, 2022**

Coast Outdoor Advertising Ltd. is a family company with deep roots in Victoria and on Vancouver Island. We've been in business since 1975 and we're proud to be the largest billboard advertising company on Vancouver Island, offering our clients over 500 digital and static highway billboards across the Island and BC.

The Office Administrator/Accounts Specialist assists the Managing Director, clients and Account Executives in daily operations by providing administrative and accounting support.

The ideal candidate will possess excellent communication abilities, demonstrate astute attention to detail and have previous experience with QuickBooks Online, Microsoft Outlook, Excel and Word as well as be able to work well in a fast-paced, modern office work environment.

What you'll spend your time doing here:

- Directing inbound telephone calls.
- Setting up new advertising contracts in QuickBooks Online, onboarding advertising clients.
- Processing credit card and cheque payments, posting transactions to client accounts.
- A/P receipt entry, payments.
- Maintaining our online CRM system and our proprietary web software.
- Generation of monthly sales reports, calculating payroll, generating partner payments.
- A/R maintenance and report generation.
- Maintaining social media page, generating advertising proof of performance.
- Reception and office administration. Assisting Managing Director.

Why this is a great place to work:

- Salary from \$25 per hour plus participation in our Group RRSP plan with company-matching contributions.
- Regular office hours, paid time off for vacations, sick, holidays and personal days.
- Enjoy a wide variety of job functions, on-the-job practical training, potential for career growth.
- We're flexible as to how many days/hours a week fit your availability between 22.5 hours/3 days per week up to full-time 37.5 hours/5 days per week.

To let us know about you:

Please apply with your .pdf resume by e-mail to the Managing Director at darren@coastoutdoor.com or call us at 250-388-3733. While we sincerely thank all applicants for their interest, only those selected will be contacted further.