



## Sequeira Partners is seeking a full time Office Manager – Administration and Bookkeeping to join our team in Edmonton

### **About Sequeira Partners:**

Sequeira Partners is a Western Canada based Transaction Advisory firm with fifteen employees and offices in Edmonton, Calgary, and Vancouver. We advise private and public companies on sale transactions, capital raising, valuations, and other strategic alternatives. We are entrepreneurial and operate in a fast moving, largely unstructured environment that values hard work, teaming, and initiative.

### **The opportunity:**

Sequeira Partners is currently seeking a Manager, Corporate Services to be based out of our Edmonton office. If you are looking to join a rapidly growing, dynamic team, this is what we expect and this is what we offer:

### **Responsibilities:**

#### General Responsibilities

- Oversee all office administration across Western Canada including basic accounting such as bookkeeping, invoicing, payables and payroll, cash management, and general office oversight.

#### Human Resources

- Assist in the management of the HR Process: planning, recruitment, and onboarding;
- Processing payroll;
- Management of employee files;
- Drafting of offer letters and employment contracts;
- Oversight of benefits plan and employee long term incentive plan;
- Ensure compliance for annual goal setting and review process timelines.

#### Office Administration

- Assist in the day to day management of Sequeira's Western Canadian offices;
- Manage 3<sup>rd</sup> party supplier relationships and technology;
- Ensure appropriate business insurance: procurement, monitoring and management;
- Technology - Ensure the ongoing maintenance and updating of information systems, hardware and infrastructure. Implement effective information management procedures;
- General administrative assistance;
- Consistent with typical unstructured, entrepreneurial environments, the ability to manage anything, everything, and whenever it is needed;
- Other duties as required.



**Qualifications:**

- 5+ years of related work experience in office administration or office management, operations or finance.
- Experience in professional services is preferred (but not essential);
- Excellent organizational, leadership and people skills;
- Entrepreneurial spirit and drive - professionalism, high energy, patience, hard work and a “can do” attitude;
- Demonstrated ability to be a team player and establish and maintain positive working relationships, both internally and externally, with staff and clients;
- Ability to maintain strict confidentiality.

**What We Offer:**

Sequeira Partners offers a comprehensive compensation package which includes a base salary, bonus potential, benefits, and an environment in which you can grow professionally and make a difference.

The successful candidate will be a self-motivated, hard working individual who is passionate about what they do and what they hope to achieve. The individual will possess strong interpersonal skills and work well within an environment that values teamwork. Prior experience as a Manager, Finance & Administration for a professional services business is not required, but would be considered an asset.

**Closing Date: Until a suitable candidate is found.**

Please submit your resume and cover letter via email to:

HR@sequeirapartners.com

For more information on our firm please visit our website [www.sequeirapartners.com](http://www.sequeirapartners.com). Only selected candidates will be contacted for follow-up.