

## **JOB POSTING**

Ovations Food Services, LP is currently experiencing dramatic growth in the number of new and expanding venues we presently manage and operate. Whenever possible, we promote from within and strongly encourage our qualified employees to apply for positions within the company. If you are excited about taking your experience and skills to the next level, and think you meet the qualifications and expectations of the open position(s) posted, we look forward to hearing from you!

### **Office Manager EnCana Events Centre – Dawson Creek, BC**

The Office Manager will provide administrative and accounting support to all Ovations departments at the venue, as well as to the General Manager. This is an excellent professional opportunity for a talented, dynamic individual with a passion for developing his/her skills and business acumen to be part of an existing high-quality team and rapidly growing company.

The ideal candidate for this position will have a verifiable track record of effectively handling a full range of accounting functions, including A/R, A/P, payroll reporting, GL entries, in addition to Human Resources and general office duties. The Office Manager will process basic human resources related paperwork. The Office Manager will provide support to the General Manager, as well as other departments. A high level of proficiency Microsoft applications and accounting/payroll/HRIS systems is required. Extensive experience preparing spreadsheets and reports is also required. Must have excellent people management skills, as well as verbal and written communication skills. Ability to manage effectively in a diverse, fast-paced environment w/ focus on delivering highest level of customer satisfaction is essential.

It is critical that the Office Manager have the ability to multi-task, organize and prioritize tasks, and willingly assist Ovations staff where needed. In light of the event-driven nature of our business, the successful incumbent must have the ability to focus on and prioritize the administrative duties that are most critical and time-sensitive.

If you've reviewed the attached job description and are interested in being considered for this premier career opportunity, please email, fax or email your resume and cover letter to:

**Alisha Patterson  
General Manager**

[apatterson@dawsoncreekeventscentre.com](mailto:apatterson@dawsoncreekeventscentre.com)

*Ovations Food Service, LP is an Equal Opportunity Employer.*