



Easy Building Products LTD.

Manager, Finance and Administration

Easy Building Products, located in Hensall, Ontario, has an opening for a Full-Time Permanent **Manager, Finance and Administration**.

Easy Building Products is a leading metal rolling manufacturer supplying high quality roll-formed steel roofing and siding products to residential, commercial and agricultural industries. As a family run business for decades, Easy Building Products has made it our mission to provide customers with industry leading advice, competitive pricing, quality products and prompt service.

Job Description:

The Manager, Finance & Administration will administer, oversee, direct, and assist with the processing of administrative, human resources, supply chain, customer relations, communications and financial activities to ensure smooth and efficient administration at Easy Building Products. Job duties will include:

- Administer, plan and direct operational accounting functions for Easy Building Products. Including Government filing and remittances, payroll and T4 processing, CBSA compliance and reporting, and other day-to-day accounting functions (Invoicing, Inventory, A/R, & A/P)
- Develop business, operations, and administrative processes, including document management and reporting, to ensure regulatory compliance, production history, and support for sales and distribution of products
- Implement and maintain inventory procurement policies to ensure all items are purchased, received, and delivered within budget, according to anticipated costing, including monitoring incoming inventory receipts, packing slips and bills of lading.
- Support Easy Building Products customer service and customer relations through greeting customers, assisting in directing phone calls, receiving/collecting payments, delivery/pick up schedules, and general day-to-day inquiries.
- Participate in the daily shipping and pick-up scheduling process. Ensuring documentation, invoices, bills of lading, payment receipts and customer communication are in order according to logistical plans.
- Support Management with various Human Resources functions including employee benefits, recruitment, and training; Work with internal staff to improve processes and ensure a positive working relationship with our teams, with support from Production, Office and Sales staff.
- Maintain confidential human resource records, filing and retrieval system.
- Establish, update and maintain an approved vendor/supplier database
- Plan, monitor, and schedule training for staff related to Employment Standards, Company Policy and Health & Safety Regulations.
- Maintain and control corporate governance and regulatory compliance procedures related to corporate minutes and shareholder activity.
- Collaborate with the Management, Sales and Productions teams in providing advice and business insights to grow the business while understanding the opportunities and risks.
- Provide strong leadership, ongoing coaching, development support for direct report(s).

Qualifications:

Education:

- Post Secondary Education (Bachelor degree preferred) in a relevant field
 - Business, Business administration, Accounting/Bookkeeping

Work Experience:

- 5 years or more of similar experience

Knowledge/Skills:

- Knowledge of accounting, finance, Human Resources principles and practices, Employment Standards Act and other relevant legislation is an asset
- Knowledge of general office procedures, best practices for assessing, developing and implementing new business processes and procedures
- Knowledge of best practices in building a strong collaborative team and leading people
- Analytical skills in the areas of financial and business management to draft budget proposals, forecast expenses and monitor relevant accounts
- Ability to organize and effectively manage financial and human resources needed to achieve results
- Communication skills with the ability to converse with, customers and all levels of the company
- Ability to ensure confidentiality and privacy is maintained through the appropriate retention and destruction of company information
- A well-defined sense of diplomacy including solid negotiation, facilitation, and conflict resolution skills
- Ability to promote individual growth by encouraging others to learn new skills and develop themselves
- Computer skills with the ability to train others in system usage
- Advanced computer skills in Microsoft Office Suite
- Advanced judgment, analytical and problem solving skills with a consultative and collaborative approach to addressing issues and opportunities
- Results-oriented with the ability to motivate and coach employees to meet high performance standards, while working effectively as a member of the leadership team
- Strong leadership skills with the ability to develop a shared vision to lead and coach employees to excellence
- Influential interpersonal skills that build positive and strong relationships at all levels of the organization

How to Apply:

Please submit resumes to contact@easybuildingproducts.ca or by fax at 519-263-3108.

View Website: www.easybuildingproducts.ca

Easy Building Products will accommodate the needs of all applicants. Please let us know immediately with any accommodations that are required for the hiring process.