



Office Administrator / Bookkeeper / Safety Coordinator

Commercial Drywall & Painting Company – Full Time Permanent - Winnipeg

We are a growing commercial drywall and painting contractor in Winnipeg with a strong reputation for quality workmanship, reliability, and safety. We are looking for a highly organized and dependable Office Administrator / Bookkeeper / Safety Coordinator to become a long-term member of our team.

This is a key role within our company, responsible for supporting day-to-day office operations, bookkeeping, payroll support, and construction safety administration.

Responsibilities

Office Administration

- Answer phones and respond to emails professionally
- Organize and maintain company files and project documentation
- Assist with scheduling crews, meetings, and project coordination
- Manage supplier invoices, purchase orders, and receipts
- Support management with general administrative duties

Bookkeeping & Accounting Support

- Prepare and send customer invoices
- Track accounts receivable and follow up on outstanding payments
- Enter invoices, expenses, and receipts into QuickBooks
- Assist with payroll processing and employee records
- Reconcile credit cards and supplier statements
- Prepare documentation for accountant and year-end reporting

Safety & COR Administration



- Maintain company safety program and documentation
- Coordinate employee safety orientations and training records
- Track certifications, licenses, and expiry dates
- Maintain SDS binders and safety files
- Assist with COR program requirements and audits
- Coordinate WCB paperwork and incident documentation
- Help ensure company compliance with Manitoba construction safety regulations

Qualifications

- Experience in construction administration preferred
- Strong bookkeeping and QuickBooks experience
- Knowledge of construction safety procedures and COR programs
- Familiarity with Manitoba WCB processes is an asset
- Excellent organizational and communication skills
- Ability to prioritize and manage multiple tasks independently
- Proficient with Microsoft Office (Excel, Word, Outlook)
- Reliable, detail-oriented, and professional
- Valid Drivers license & access to car

What We Offer

- Full-time permanent position
- Stable long-term employment
- Competitive compensation based on experience
- Supportive team environment
- Opportunity to grow with the company

Schedule

- Monday to Friday
- Day shift
- Full-time permanent

Compensation



- Wage/salary based on experience and qualifications

To Apply

Please submit your resume along with a brief description of your experience in:

- bookkeeping,
- construction administration,
- and safety coordination.

Only qualified applicants will be contacted for interviews.