

# OFFICE MANAGER, KRYSTAL GROWTH PARTNERS

## WHO WE ARE

Krystal Growth Partners is a leading boutique private equity firm, building value with middle market businesses in British Columbia. We strive to support our operating partners with strength in financial management, business strategy, and operations excellence.

Founded by Terry Holland in 2004, Krystal is focused on a broad range of transactions ranging from a 100% purchase of a business from a founder/owner seeking to exit, to a minority investment in businesses seeking to bring on a partner to help them grow and/or strengthen their business. Core to our approach is a philosophy of partnership, where management, employees, and shareholders all participate in the success of the business in a meaningful way. Our current investments span a wide range of industries that are all BC based and are focused on expansion.

For more information please visit <http://www.krystalgp.com/>

## ABOUT THE ROLE

We are looking for a full-time **Office Manager** to join our team. The Office Manager will be responsible for all internal accounting related matters and a broad range of administrative functions supporting the office and Krystal team. The role is designed for an effective and efficient individual looking for a high impact role in a small, tight-knit office environment.

Krystal's office is located in Yaletown, with flexibility to work from home 1 or 2 days per week.

## KEY RESPONSIBILITIES

### Financial Management

- Preparation of monthly, quarterly, and year-end financial statements and annual budgets
- Management of purchases/accounts payable & accounts receivable
- Management of bank accounts, including monthly credit card and bank reconciliations
- Preparation of, filing, and payment of GST and corporate taxes
- Management of payroll, including expense reimbursement, government remittances, and payroll deductions

### Office and Administration

- Development of a professional and welcoming office environment for our team and guests
- Oversight and coordination of office systems, office vendors, and service providers
- Organization of appointments and meetings, management of travel arrangements, and other functions supporting the Krystal team

## QUALIFICATIONS & EXPERIENCE

- Preference for candidates who have completed post-secondary education in a relevant field (ie. Business Administration), or have a certificate/diploma in Accounting or Bookkeeping
- Executive/Personal Assistant or Office Manager experience an asset

- Strong computer skills with Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Experience with QuickBooks and confidence with basic bookkeeping functions
- Excellent communication and English language skills (oral and written)

#### **MUST HAVES**

- Culture ambassador - trustworthiness, professionalism, and a positive attitude
- Highly motivated and reliable self-starter
- Attention to detail and a strong sense of ownership to ensure the job is done right

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Please submit your application to [info@krystalgp.com](mailto:info@krystalgp.com) with subject heading "Office Manager Position". Krystal Growth Partners is an equal opportunity employer. We thank all applicants in advance for their interest. However, due to the high volume of applicants only candidates considered for an interview will be contacted.