

Administrative Assistant/ Bookkeeper

Location: Headingley, MB

Company: ROCKE DEVELOPMENTS

About Us:

[ROCKE Developments](#) is a prominent commercial real estate development firm renowned for crafting innovative and impactful business parks. We take pride in developing architecturally beautiful spaces that foster business success and growth. We are dedicated to the success of our tenants and are seeking a detail-oriented and proactive Administrative Assistant/Bookkeeper to join our team.

Position Overview:

This dual-role position involves managing essential financial operations while providing executive support. You will handle tenant lease payments, manage supplier payments, process bank draws, and oversee general administrative tasks. Additionally, you will assist the President with high-level project management, scheduling, and business development. The ideal candidate will possess a strong accounting background, excellent organizational skills, and the ability to work independently in a fast-paced environment.

Key Responsibilities:

- Financial Management:
 - Collection of tenant lease payments
 - Processing supplier invoices and managing payments
 - Handling bank draws and reconciling accounts
 - Managing construction budgets
 - Assisting with permit applications and creating tenders
 - Sourcing new suppliers and managing excess construction inventory
 - Maintaining accurate financial records and ledgers
 - Preparing financial reports and summaries
 - Ensuring compliance with financial regulations and company policies
 - Assisting in budgeting and financial forecasting
- Executive Support:
 - Assisting the President with organizing and scheduling high-level tasks and decision-making
 - Composing and drafting emails, leases, and delegating tasks to team members and contractors

- Assisting with project and property management, including cost spreadsheet management and tenant communication
- Updating company websites, managing social media content, and developing marketing campaigns
- Assisting with general business development and special projects
- Driving with the President to sites as needed
- Conducting research and gathering information
- Handling confidential information with discretion
- Assisting with acquiring permits, creating plans, and communicating with trade partners
- Providing updates to project partners and assisting with capital partner prospecting

Qualifications:

- Proven experience as a Bookkeeper, Accountant, Executive Assistant, or in a similar role
- Strong knowledge of accounting principles and practices
- Proficiency with accounting software (e.g., QuickBooks, Xero) and Microsoft Office Suite
- Excellent organizational and multitasking skills
- High attention to detail and accuracy
- Strong communication skills and ability to work collaboratively
- Experience in commercial real estate is a plus
- Bachelor's degree in Accounting, Finance, Business Administration, or a related field preferred
- Relevant certification (e.g., CPA, CMA) is a plus
- Minimum of 1 years of experience in bookkeeping, accounting, or executive support

Preferred Skills and Experience:

- Personable, friendly, and positive attitude
- Strong client relationship skills
- Ability to learn and utilize multiple apps and design programs
- Experience managing people and budgets

- Quick with mental math, measuring, and spatial reasoning
- Strong writing and communication skills
- Ability to implement tasks using first principles reasoning

Why Join Us?

- Competitive hourly rate \$25-\$30/hr (50k-60k per year), depending on experience and success in the probation period.
- Performance bonuses available
- Comprehensive benefits package including paid time off
- In-house training, professional development courses, and opportunities for advancement
- Potential to become a multi-millionaire with opportunities to acquire ownership shares in commercial real estate projects for long-term, committed employees.
- Collaborative and supportive work environment
- Career development and growth opportunities

Schedule:

- Monday to Friday and part time on weekends.
- 8-hour or 10-hour shifts
- Availability to respond to time-sensitive emails, phone calls, and text messages from the President on evenings and weekends

How to Apply:

Interested candidates should submit their resume and a cover letter outlining their qualifications and experience to Byron@rockedevelopments.com.

Reliable commute or relocation to Headingley, MB is required.