



OFFICE MANAGER / OPERATIONS MANAGER

(title and salary to commensurate with level of experience)

ABOUT THE FIRM

We provide investors with data analytics for social impact to better inform their decisions.

We put the S in ESG™.

The S Factor Co.™ is the creator of a proprietary algorithm and index that measures the social impact of corporations against public sentiment and financial performance. It has been providing a comprehensive measure of the impact of companies, including their supply chains, employees and communities, for over two decades under the MacCormick Inc. umbrella.

In the ESG marketplace, The MacCormick Social Performance Index (MSPI™), developed in 2010, is the gold standard for detailed corporate social impact assessment. The MSPI™ has wide applicability as a risk screening tool, highlighting best in class securities across industries for social impact and returns, as well as being able to detect early market signals for probabilities of disruption.

The firm has evolved since its inception in 2009, into a data and analytics company leveraging its social impact expertise and products to better serve the global market.

We provide social impact information, company ratings and rankings on their social impacts and an index product which measures these impacts in relation to their financial performance. As subject experts and veterans in social impact across the world – we help the SRI/ESG, Alternative Data Market, Asset Managers, and Investors make more informed and impactful investment decisions by giving them access to near real-time data on companies' social impacts.

POSITION DESCRIPTION

We are looking for an Operations Manager to step in and take control of the day-to-day operations of a growth-oriented start-up about to scale substantially in the coming year. We need a proactive, hands-on, self-starter to manage the administrative and operational requirements for the company's head office as outlined in the key responsibilities below.

The right candidate for this position will bring a multifaceted background in billings, payroll, human resources, and office, administrative, travel and event management. They will strive to help us streamline our processes as we continue to grow. For the right up and coming talent, this is a great opportunity to grow into a senior operations position.

We are a tech company supplying data and analytics to the investment community. The successful candidate will need to demonstrate current proficiency in a number of software applications, including database management, CRM, accounting software, cash management services, inter-messaging, project management and creative software, as needed.

TIME & LOCATION

This position reports directly to the Chief Executive Officer in the absence of a Chief Operating Officer or Senior Management, Operations personnel. The position will operate from our Toronto, Canada HQ office, located at 401 Bay Street, Suite 2702.

KEY RESPONSIBILITIES

1. CORPORATE:

a. Maintain and track the following:

- i. CRA records for HST
- ii. CRA records for Payroll
- iii. CRA records for Corporate Tax
- iv. Legal, Corporate Records, Registration, ID #s
- v. Travel and Insurance Documents

2. FINANCE:

a. Maintain and track the following:

- i. Accounts Payable
- ii. Accounts Receivable
- iii. Bank reconciliations
- iv. Business Banking Information
- v. Credit / VISA Information
- vi. Monthly Bookkeeping
- vii. Cash Management

3. HUMAN RESOURCES:

a. Maintain and track the following:

- i. Health Benefits Accounts and sign up
- ii. HR Personnel File documentation
- iii. Payroll inputs and bi-monthly runs
- iv. Vacation Schedule Tracking

4. TRAVEL:

a. Maintain and Track the Following:

- i. Hotel and Airline Points Tracking
- ii. Insurance Tracking

5. GENERAL OFFICE MANAGEMENT:

a. Maintain and track the following:

- i. Frequent and Important Numbers Quick Reference List
- ii. Passwords and Login information tracking sheet
- iii. Phone set up procedure
- iv. Email set up procedure
- v. Internet Details
- vi. IT Backup procedure

- vii. List of Printer Services Used
- viii. Contact Management – CRM
- ix. File and Record Keeping – cloud-based
- x. Office supplies

The ideal Operations/Office Manager is a self-motivated individual who has the capability to work in a fast-paced, entrepreneurial environment and has the desire to provide a high-quality professional service. This position will be an integral part of the firm's daily operations and growth.

Educational and Professional Requirements

- Undergraduate degree or diploma with strong academic achievement in Business Administration, Human Resources or Accounting, preferred or equivalent relevant work experience
- Previous experience in professional services firm – Tech, Accounting, Legal, Management Consulting firm is considered an asset
- 3-5 years' experience in an Executive Administration, Office Management or Senior level supporting role

Technical Requirements

- Benefits Administration
- Excellent conceptual skills
- Familiarity with part-time, contractor and fulltime payroll terms
- Familiarity working with a CRM
- File/Record Keeping – cloud-based
- MS Office: Excel, PowerPoint, and Word
- Proficiency with SME accounting software – QuickBooks, SAGE, WAVE or similar
- Vacation schedule tracking

Personal Attributes:

- Comfortable speaking to all levels of professional staff, clients and candidates alike by email, telephone and in person
- High-level of communication skill, both written and oral
- Highly organized with excellent time management skill
- Problem-solving skills, and the ability to cope under pressure
- Team oriented

**PLEASE EMAIL YOUR RESUME AND COVER LETTER TO:
careers@thesfactor.co with the subject line: Operations Management / Office Manager**