



## Office Manager

### Company Overview

Gastronomous is a fast-paced, dynamic company focused on revolutionizing the quick-service restaurant (QSR) industry. Gastronomous realizes the “Kitchen of the Future” through advanced industrial automation techniques and cutting-edge technologies. This is just the beginning! Gastronomous is developing a network of interconnected, IoT-enabled, smart machines for some of the world’s largest QSR brands. We are focused on bringing two revolutionary products to market (lead customers secured) while continuing to develop new solutions. [Click here](#) to see our team in-action.

We are a no-nonsense team of passionate people with a bias for action. We know that our ability to execute on our ideas is what sets us apart. We do what we say we are going to do, externally and internally. We trust our people to act independently and make practical, real-world decisions.

If you are passionate about developing meaningful technology that creates meaningful solutions, then Gastronomous is the place for you! By joining our team, you will be immersed in a dynamic and thought-provoking environment that tests your capabilities and pushes you to new heights.

Gastronomous is looking for an **Office Manager** who will work directly alongside our Chief Operating Officer and Business Operations Team to manage a variety of back-office tasks for our 20+ person team.

### Primary Responsibilities:

As Office Manager, you will be responsible for managing various administrative and human resources tasks to maintain an efficient and productive work environment. Your role will encompass a wide range of responsibilities, including but not limited to:

#### 1. Bookkeeping and Financial Administration:

- Submit claims for relevant government funds in a timely manner.
- Arrange and oversee incoming and outgoing shipments.
- Maintain accurate financial records, including accounts payable and receivable, expense tracking, and invoicing.
- Complete administration of in-house payroll and manage time-tracking of hours.
- Collaborate with the finance team to ensure accurate record-keeping and timely reporting.
- Prepare financial documents such as purchase orders, expense reports, and budget updates.
- Support the organization's financial processes and assist with audits when necessary.



## 2. Human Resources Support:

- Coordinate the onboarding and offboarding processes for new employees, including documentation, equipment setup, and orientation.
- Assist with employee record-keeping, maintaining accurate personnel files, and updating HR databases.
- Support HR activities, such as recruitment coordination, and scheduling interviews.
- Assist in organizing employee engagement initiatives and company-wide events.
- Create and maintain documentation of employee agreements, contracts, salary and wage increases, bonuses, etc.
- Oversee and actively promote Workplace Health & Safety daily.
- Manage company benefits program.

## 3. Office Management:

- Ensure the office is well-maintained and organized, including managing supplies, inventory, and equipment maintenance.
- Assist with finding prospective candidates for our growing team.
- Assist in creating and maintaining office policies and procedures.
- Oversee office safety and security protocols, including emergency preparedness and first-aid supplies.
- Manage office communication channels, including email distribution lists and internal messaging platforms.
- Support the executive team with ad-hoc administrative tasks and projects.

## 4. Order Processing and Management:

- Oversee and process orders received through multiple channels.
- Assist with setting up new ERP/MRP systems.
- Verify order details and ensure accuracy in order fulfillment.
- Conduct regular inventory audits to identify discrepancies and implement corrective actions.
- Establish and maintain strong relationships with suppliers.
- Negotiate contracts, pricing, and terms with suppliers to optimize cost savings and supply reliability.



## Qualifications

- Extremely strong organizational skills with exceptional attention to detail.
- Excellent communication skills, both written and verbal.
- Ability to multitask, prioritize workload, and work independently in a fast-paced environment.
- Very hard working and able to meet tight deadlines.
- Proficiency in using office software, including spreadsheets, word processing, and presentation tools.
- Understanding basic HR processes and employment regulations is a plus.
- Knowledge of financial record-keeping and bookkeeping principles.
- High level of professionalism, integrity, and discretion.
- Experience with QuickBooks or similar accounting software is a plus.
- Experience with graphic design programs (such as Adobe Illustrator) is a plus.

This is a full-time position with a competitive salary, benefits, and stock options package. If you want to take on exciting new challenges, push your career to the next level, and work alongside a devoted/energetic team, apply today!

We look forward to reading every application and welcoming a new, bright mind to Gastronomous shortly!

If interested, please send your resume and any other relevant information to:  
[careers@gastronomous.ca](mailto:careers@gastronomous.ca)

# GASTRONOMOUS