

## JOB POSITION FOR OFFICE MANAGER

Wellington Laboratories Inc. is an internationally known supplier of environmental reference standards for use in environmental analysis and toxicological research (<http://www.well-labs.com>). The company is comprised of a Reference Standards Division, a Research Division, an Analytical Division and an Administration Division operating in a modern technical facility in Guelph, Ontario. The company's foundation is based on its staff which possesses a strong combination of synthetic/organic and environmental/analytical backgrounds.

We currently have an opening for an Office Manager.

### Position Summary:

The candidate will have the responsibility to:

- Manage day-to-day office activities including, but not limited to, record-keeping, document preparation, management of charitable donations, invoice processing, building administration, renovation co-ordination, bookkeeping, and account collections.
- Oversee and delegate office tasks to administrative staff to ensure productivity.
- Maintain Wellington's master product information database and communicate product updates to distributors.
- Act as a liaison to our website developer for eStore completion/implementation and learn the software for ongoing maintenance including account screening/setup, integration with QuickBooks, testing, and revisions.
- Manage customer and distributor relationships to ensure high quality customer service.
- Analyze sales data and trends to develop strategies to improve customer satisfaction and identify markets where a distributor may be needed.
- Provide Human Resources support and guidance to the Assistant Office Manager.
- Provide Marketing support to the Social Media Coordinator.
- Collaborate with managerial staff to help with conference planning, sponsorship, and organization.
- Work with office staff to ensure seamless order fulfillment and invoicing.
- Evaluate current systems and provide insights/recommendations to senior management for improvements.
- Stay up to date on relevant regulations and policies, ensuring compliance.
- Follow the Quality Management System of Wellington Laboratories Inc. (ISO 9001:2015, ISO 17034:2016, and ISO/IEC 17025:2017).

### Requirements:

- Bachelor's degree (BA) or Master's degree (MBA) in business administration or a related field.
- Experience managing an administrative team.
- 5 – 10+ years of office management experience is considered an asset.



# WELLINGTON LABORATORIES

- Level 1 Police Background Check for Air Cargo Security
- Excellent oral and written communication skills.
- Advanced computer literacy and organizational skills.
- Able to maintain high work standards and pay close attention to detail.
- Adaptable and willing to take on additional projects when needed.
- Ability to work independently and as part of a multi-disciplinary team.
- Self-motivated and able to manage a variety of projects at one time.

Salary – To be negotiated

Position Status – Full time, employee

Vacation – negotiable

Closing date – May 19, 2025

To apply, please submit a resume (that includes a summary of your relevant experience) and contact information for three references to:

Wellington Laboratories Inc.  
345 Southgate Drive  
Guelph ON, N1G 3M5

Email: [careers@well-labs.com](mailto:careers@well-labs.com)

(subject line: Office Manager)

No phone calls please.

Only those candidates selected for interviews will be contacted and we thank all other applicants for your interest.

