



## ***CO-OP JOB OPPORTUNITY - OFFICE ADMINISTRATOR*** ***Join Our Exceptional Team For An Eight (8) Month Co-op Term!***

### **About Us**

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With over 40 years of experience, **Winton Homes & Cottages** is a recognized leader in the design, manufacturing, and distribution of top-quality prefabricated home packages and commercial building components. We serve a growing market across Western Canada, Washington, and Alaska, providing exceptional engineered housing components, including roof trusses, wall panels, and floor systems, used in both residential and commercial applications.

Our success is built on more than just our products—it's driven by our people. We believe in fostering a supportive, dynamic work environment where every team member contributes to creating the high-quality structures that Winton is known for. Join us and grow your career in an environment where your contributions truly make a difference.

### **The Opportunity -> Office Administrator Co-op Student**

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Reporting to the Controller, the Office Administrator Co-op Student will play a key role in providing excellent customer service to both internal and external customers. In addition to being the primary customer interface, this position will support the accounting, human resources and sales departments to ensure a smooth and efficient working environment. The student in this role will develop their business skill set processing sales transactions, managing accounts receivable and payable, supporting human resources, providing reception services, handling mail and courier shipments, and identifying opportunities for system and process improvements.

### **Your Background**

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Ideally you are currently enrolled in a Business program and have completed at least one (1) accounting course. Previous experience in Accounts Payable, Accounts Receivable, and/or Human Resources functions are considered assets. Knowledge of the construction industry would be an added bonus. You are highly accurate and detail-oriented, especially when working with numbers and data entry. Your strong communication skills, both verbal and written, along with excellent interpersonal abilities, will enable you to build long-term relationships and collaborate effectively with team members. Additionally, you demonstrate sound judgment, professionalism, and confidentiality and are proficient with the Microsoft Office Suite.





## Community

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Deemed “BC’s northern capital,” [Prince George](#) is a bustling city of 80,000 people situated in the heart of British Columbia. With early roots as a forest industry town, Prince George’s economy has diversified substantially over the years. Today it is a major center for resource and transportation activity and a service center for communities across the north. Our flourishing economy offers many opportunities for recreation, housing, employment, education, dining, entertainment and culture. [Click here to learn more!](#)

## What is in it for you?

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**Job Satisfaction:** You can take pride in Winton Homes’ superior quality product, excellent customer support and commitment to customer satisfaction.

**Job Variation:** You will never get bored in this fast-paced environment as every day comes complete with its own unique challenges and accomplishments.

**Growth Opportunities:** During the eight (8) month Co-op term you will be exposed to opportunities to grow and develop within our expanding business.

In addition, we offer a competitive starting salary with a salary range for a qualified candidate between \$21.00 and \$24.00 per hour.

For more information about this exciting career opportunity, please refer to the **job description attached**.

**If you are interested in joining an organization that is committed to sustainable growth and innovation while supporting healthy and vibrant communities, please forward your resume to [hr@wintonhomes.ca](mailto:hr@wintonhomes.ca) and remember to quote “Office Administrator” in the subject line.**

**Applications will be accepted until 4:00 pm, Friday, December 6, 2024.**

**Is your education and experience a little different than what we are asking for? You are still welcome to apply!**

To learn more about Winton Homes & Cottages, please visit [www.wintonhomes.ca](http://www.wintonhomes.ca).

*We thank all applicants for their interest however, only those selected for further consideration will be contacted.*

