



Office Manager Job Description

Title: Office Manager.

Reports to: Company Management.

Location: 12 Ferguson Ave. N., Hamilton, Ontario.

Job Type: Full-time Salaried Employee.

Hours: Minimum 37.5 hours per week, plus lunch. Core office hours with flextime.

Education: Business Administration, Accounting, Bookkeeping, Grant Writing, or Production.

Experience: A year of professional experience in bookkeeping; ideally at least 2 years of experience in an Ontario film or video game studio.

SHG Studios (www.shgstudios.com) is the current Small Business of the Year in Hamilton, Ontario, winner of many other awards, and creator/manager of multiple million-dollar browser games. We're looking to do the same in mobile, and have some well funded and awesome projects in the pipeline. We need help actually running the company and office.

Job Summary: The Office Manager is responsible for keeping the office, and business functioning efficiently so company can produce great games. This is a really interesting position requiring a variety of roles and skills, but providing a lot of flexibility.

Reporting the Directors, Office Manager has the following Roles:

- **Bookkeeping (25%):** Fully manage all aspects of bookkeeping for the company. This includes entry of all expenses into QuickBooks. Generation of reports, and some budgets.
- **Government (25%):** Support Directors in creating new grant applications. Manage admin of existing programs including reporting. ensure studio is in compliance with governmental and other requirements.
- **Office (10%):** Liaise with landlord regarding maintenance. Manage studio furnishings & consumables. Manage alarms, recycling etc.
- **Document System Management (10%):** Organise, and Manage our cloud based document systems (Google Drive mainly).
- **HR Admin (10%):** Create and Manage the HR resume portfolio and contractor pool. Shortlist candidates. Prepare paperwork.
- **Other Projects (20%):** This depends on the skills you bring (see Beneficial Knowledge Below), the needs at the time, and what you enjoy doing.



Requirements: Mainly we ask for good humans, who can do the job well. In that order.

- Trust; we need to believe you will do the job, and do it well.
- Good team player; we expect you to fit into our productive, fun, safe workspace.
- Demonstrated knowledge of QuickBooks (or similar), plus Excel for reports & budgets.
- Knowledge or Capacity to learn: JIRA, Flapps plus other timesheet / PM tools.
- Bookkeeping, accounting or other relevant designation (Industry Experience would be considered for the right candidate).
- Strong report writing.
- Create good working relationships with everyone involved.
- Be able to manage people, time and resources.
- Be an effective communication verbally and with financial reports.

Beneficial Knowledge: Not required, but helpful if you have one or more of these attributes

- Game or Film Industry Tax Credits: Leverage more gvt supports.
- Grant Writing: Support team writing gvt grants.
- Project Production Management: Help organise production.
- Fluent in additional languages: Help localise a game for us.
- Event Management: Organise the parties.
- In-depth knowledge of one of our player segments: Target the games better.
- Some other skill you feel can add value to the firm.

Benefits to You: Last, but certainly not least!

- Salary: Salary commiserate with the value add you bring to SHG.
- Flexibility: There is an option for core hours with 930 am start or 230 pm departure.
- Fun: We have a legitimately cool team who actually enjoys each others' company.
- Creativity: This is not a normal job; you will help create cool things!
- Lack of Crazy Overtime: We aim not to have "crunch time". 9 to 5 suits us fine.

SHG Studios will review all resumes submitted to info@shgstudios.com, but will only reply to those selected for an interview. Thank you!