

# Office Manager

Join us to shape the future of science visualization

\$65,000 – \$85,000 (CAD)

## The Opportunity

This is a rare opportunity to join a creative, tight-knit, and growing team. This hands-on position is ideal for someone who thrives in a smaller-company environment, takes pride in being a steady, trusted point of support, and enjoys wearing multiple hats.

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## The Role

- \$65,000 – \$85,000 (CAD) with offers based on experience and skills
- Full-time, permanent role
- Excellent benefits (including extended health, dental)
- Hybrid role (Toronto - Downtown)
- Start Date: April 2026 (flexible)

As an **Office Manager**, you play a central role in supporting our people, operations, and day-to-day efficiency. This multifaceted position involves **financial, HR, and administrative** responsibilities essential to keep the business running smoothly. With cordiality, initiative and attention to detail, you work effectively both in person and virtually, independently and as part of a collaborative team, ensuring that people, processes, and projects are well-supported and thoughtfully managed.

In this role, you will be responsible for:

- **Financial administration**, including:
  - Accounts receivable; Accounts payable; Cashflow management
  - Timely payroll processing using our payroll service provider

- Month-end process and reporting; Assist with year-end process and reporting
- Manage operational budget and ensure accurate reporting
- **HR Support**, including:
  - Assist with onboarding and offboarding processes
  - Maintain employee records
  - Act as group benefits administrator; Active role on Social Committee
  - Track and manage employee attendance
  - As a member of our JHSC, ensure we remain compliant; Reinforce company policies
- **General operational management**, including:
  - Primary point of contact for operational needs (e.g., equipment, supplies, shipping)
  - General support to employees and external stakeholders (triage, as appropriate)
  - Liaison with suppliers such as insurance brokers, property managers
  - Ensure shared physical workspaces are organized and secure
  - Work with management to improve procedures, maintain records, and track resources

## What we are looking for in a candidate

### Requirements (must-haves)

- 5+ years of professional experience with, and demonstrated proficiency using:
  - Bookkeeping software (preferably QuickBooks)
  - Productivity apps, including spreadsheet software (Google Workspace, MS 365)
- Previous office manager or equivalent supervisory experience
- Post-secondary diploma or degree, or equivalent experience
- **Must be legally entitled to work in Canada** (Canadian citizen/PR, or valid work permit/visa)
- Have a secure, private, dedicated home office space

### Who will succeed in this role?

Someone who:

- Is highly organized and takes pride in consistent, reliable administration
- Demonstrates discretion, professionalism, and strong interpersonal awareness
- Works independently, anticipates needs, and proactively solves problems

- Brings a high level of energy and personal initiative to help the studio operate at its best
- Has high financial acumen
- Has excellent communication skills (written, video calls)
- Demonstrates alignment with company values (teamwork, innovation, empathy, autonomy, growth, purpose)
- Has an interest in science and healthcare
- Is adaptable to new systems and software (tech-savvy)
- Has a valid Ontario driver's license (nice to have)

## About AXS

We're a team of medical writers, certified medical illustrators, scientifically trained animators, interactive developers, designers and producers. Together, we create scientific animations, illustrations, and interactive experiences for life science clients, including pharmaceutical, biotechnology, medical device, and healthcare companies. Since 2004, we've been making our clients' science and technology easy to understand and impossible to ignore.

[axs3d.com](https://www.axs3d.com)

<https://linkedin.com/company/axs-studio>

## How to apply

- Email [careers@axs3d.com](mailto:careers@axs3d.com) with:
  - Your cover letter
  - Your resume
- Include the following subject line "Science is beautiful." Please note that any emails without this subject line will not be opened.

### Our Selection Process

1. Initial call: 30 minutes
2. Interview: 90 minutes, including a short technical exercise

3. Follow up by email: Conditional offers extended, contingent on references
4. Reference checks are conducted

We regret that we cannot respond with the status of your application, beyond confirming initial receipt. If you are selected for an initial call, you will be contacted directly by one of the hiring team members. AXS Studio does not use AI in any part of our hiring process.

**Our Commitments** AXS Studio is committed to creating a workplace that champions equality, diversity and inclusion, and that includes our hiring process. AXS Studio is an equal opportunity employer that is open to requests for accommodation.