

Karen Fair, Office Manager

Areas of Practice

- Supervisor
- Customer Service
- Invoice Production
- Administrative Support

Professional Experience

TD Canada Trust, Fredericton, NB – 1982-2003

Scotia McLeod, Fredericton, NB – Administrative Assistant 2004-2009

RJ Bartlett Engineering Ltd, Fredericton, NB – Administrative Assistant 2010-2011

RJ Bartlett Engineering Ltd, Fredericton, NB – Office Manager 2011-Present

- Supervise administrative staff.
- Proficient in QuickBooks and Microsoft Office.
- Prepare and issue monthly invoices.
- Accounts payable/receivable.
- Client follow-up and coordination of payments from clients.
- Reconcile bank and visa statements.
- Month-end reporting.
- Professional licensing renewals and updates.
- Service contracts monitoring.
- World Vision/United Way year-end donations/ tax receipts.

