

## Job Description

### Office Manager

#### **PURPOSE OF THE POSITION**

The Office Manager is responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency.

#### **SCOPE**

The Office Manager reports to the Executive Board, namely the President, and is responsible for providing office management services to the entire Board of Directors. This includes maintaining office-type services and efficiency and maintaining office-type records.

#### **RESPONSIBILITIES**

##### 1. Maintain office services

###### Main Activities:

- Organize office operations and procedures
- Control correspondences
- Review and facilitate supply requisitions
- Liaise with other agencies, organizations and groups
- Update organizational memberships
- Maintain office equipment used to perform office functions

##### 2. Maintain office records (this would require direct coordination with the Secretary)

###### Main Activities:

- Design and maintain central filing systems for office
- Ensure filing systems are maintained and up to date
- Define procedures for record retention
- Ensure protection and security of files and records
- Ensure effective transfer of files and records to other officers
- Transfer and dispose records according to retention schedules and policies
- Ensure personnel files are up to date and secure

##### 3. Maintain office efficiency

###### Main Activities:

- Maintain and replenish inventory for items required to facilitate events and meetings
- Check stock to determine inventory levels
- Anticipate needed supplies
- Verify receipt of supply

##### 4. Perform other related duties as required

Run errands such as printing, getting quotes, picking up supplies, etc.

Must attend Association Board of Director's Meetings and serve as a back-up in the absence of the Secretary.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge**

The prospective candidate must have proficient knowledge in the following areas:

- knowledge of office administration
- ability to maintain a high level of accuracy in preparing and entering information

##### **Skills**

- excellent interpersonal skills
- team building skills
- analytical and problem solving skills
- decision making skills
- effective verbal and listening communications skills
- attention to detail and high level of accuracy
- very effective organizational skills
- effective written communications skills
- computer skills including the spreadsheet and word processing programs, and e-mail at a highly proficient level
- stress management skills
- time management skills
- ability to work independently with the necessary discipline required in a home office setting

##### **Personal Attributes**

The prospective candidate must maintain strict confidentiality in performing the duties requested. They must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics