



**Spirit**  
OF THE CHILDREN SOCIETY

## **Office Manager**

**JOB TITLE:** Office Manager

**REPORTS TO:** Executive Director

### **JOB SUMMARY:**

The Office Manager is responsible for overseeing the day-to-day administrative operations of Spirit of the Children Society's (SOTCS) offices. The Office Manager will oversee the reception department. This role involves managing office supplies, coordinating office activities, supporting staff with various administrative tasks, and ensuring the offices run smoothly and efficiently. The Office Manager plays a key role in maintaining a productive and positive work environment. This position is responsible for providing administrative support to SOTCS and to various Programs within Spirit of the Children Society.

### **DUTIES AND RESPONSIBILITIES:**

#### • Office Operations:

- Manage office supplies inventory and place orders as necessary.
- Maintain a clean, organized, and professional office environment.
- Oversee the maintenance of office equipment and coordinate repairs as needed.
- Ensure the office adheres to health and safety regulations
- Oversee creation and maintenance of a welcoming, culturally supportive reception area
- Relief for receptionist breaks

#### • Administrative Support:

- Provide administrative support to management and other staff members, including scheduling meetings, managing calendars, and handling correspondence (emails)
- Prepare and edit documents, reports, and presentations.
- Coordinate travel arrangements and manage expense reports.
- Promote and support traditional cultural teachings and practice for our families, agency, and community

#### • Staff Support:

- Assist with onboarding new employees, including setting up workstations and organizing orientation inc. alarm use.

- Serve as a point of contact for employee inquiries and issues related to office policies and procedures.
  - Support HR functions such as coordinating staff events and maintaining the employee handbook.
  - Ensuring effective emergency procedures, and procedures for clients in crisis
  - Participation in safety coordination and meetings
- Vendor and Client Relations:
    - Manage relationships with office vendors, (photocopier, dishwashers, fridges, coffee machine, etc.)
    - Serve as the primary point of contact for office visitors and clients
    - Coordinate with IT support to address technical issues (IT Tickets)
- Event Planning:
    - Organize and coordinate agency events, and meetings. Assisting in organizing agency events such as the Annual Powwow, Family Nights, and Family Christmas Gathering
    - Handle logistics for office-wide meetings, including booking venues, arranging catering, and preparing materials.
- Office Administration and Support:
    - Support the Executive Director's preparation for Board meetings
    - Review and analyze existing systems, make recommendations and implement new systems
    - Create office procedures and record keeping systems, including document management, filing, and tracking vehicle and transit ticket usage
    - Ensure facilities needs are met including managing alarm and security requirements and liaising with cleaning staff and landlords
    - Oversee room bookings procedures
    - Maintaining a safe and clean office environment
    - Maintaining inventory control system of agency capital assets and supplies
    - Prepare supplies orders for janitorial and office. Coordinate with contractors
    - Liaise with IT for all departments
    - Other administrative duties as required
    - Oversight of closed file system

## **QUALIFICATIONS:**

### **Education and Experience**

- Minimum 3 years' experience in office administration, preferably in the non-profit or public sector.
- Degree in Business Administration, Management, or a related field preferred
- Advanced computer skills in word processing, spreadsheets, database management, internet and email on Windows platform. Experience with WordPress Website Management an asset.

- First Aid an asset, or must be willing to certify.
- Proven experience as an Office Manager, Administrative Assistant, or in a similar role.
- Experience in managing office operations, supplies, and vendor relationships

### **Skills and Attributes**

- Excellent oral, written, and interpersonal communication skills.
- Strong organizational skills, ability to multi-task and prioritize in a dynamic work environment, excellent problem-solving abilities, ability to work independently and as a team player.
- High degree of professionalism and comfort setting professional boundaries.
- Demonstrated ability to exercise sound judgment, sensitivity, and confidentiality.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with office management software.
- Ability to multitask and prioritize tasks effectively.
- Problem-solving skills and the ability to handle unexpected situations calmly.
- Knowledge of Aboriginal communities, organizations and service providers within the Circle 6 area (or willingness to learn).
- Criminal Records Check.
- Valid Drivers License and driver's abstract required.
- A proactive approach to work with the ability to anticipate needs
- High level of integrity and professionalism.
- Strong attention to detail and a commitment to accuracy.

### **Working Conditions:**

- This position is based in an office environment.
- Occasional lifting of office supplies and equipment may be required.

### **TERMS OF EMPLOYMENT:**

Full Time position, dependent on negotiated funding for the contract year. To March 31<sup>st</sup> annually.  
Hours are 8:30 am – 4:00 pm

### **ADDITIONAL INFORMATION:**

All workers must be aware of the potential for allegations to be brought against them by clients and therefore, must conduct themselves in a manner where behaviors/actions cannot be misinterpreted. Workers are required to take precautionary measures and to follow safety guidelines to ensure their safety.

Workers must be aware of the risks when working with potentially hostile or aggressive clients and follow safety guidelines to ensure their safety.

Workers must maintain confidentiality, undergo annual successful criminal record checks, and to be sensitive to diversity among clients, co-workers and the community.

This position will be exposed to a high level of noise and distractions from children. Direct delivery may include moderate physical activity involving walking, standing, bending, and lifting. A doctor's note deeming the individual as healthy to be suitable for this position may be a job requirement.

**Wage: \$36.80/Hour (35 hour work week)**

**Benefits:**

Extended health benefits

Paid Vacations

Wellness Days