

OFFICE MANAGER

Full-time position

WHAT IRCOM OFFERS:

- A warm, fun and supportive work community
- An incredibly diverse workplace that is committed to staff wellness and inclusion
- A staff team that is passionate, committed and unified in supporting the settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization with a comprehensive benefits package
- A place where you can make a difference and feel the rewards of your work on a daily basis

CANDIDATE PROFILE: The Office Manager is an individual who integrates and balances:

- knowledge of day-to-day operations,
- supervising administrative teams,
- site management and meeting logistics,
- values aligned purchasing practices and accomplished negotiating skills,
- effective teamwork and communication habits, and
- exceptional organizational and record keeping skills in the service of IRCOM's mission.

This person is energized by the opportunity to forge a new role and new procedures and has the communication and relational skills to implement change with both internal and external stakeholders. The ideal candidate has exceptional listening skills and adaptability, is accomplished at creating and maintaining meticulous records, thrives in a dynamic, multi-tasking environment, and is aware of service delivery needs and time and budget constraints.

POSITION PURPOSE AND SUMMARY: Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM), the Office Manager assists all IRCOM programs to meet their service delivery needs by:

- Managing several offices and staff
- Procuring goods and services
- Managing assets and conducting audits
- Preparing reports and managing records
- Providing support to teams across the organization

With the supervision and support of the Director of Finance & Operations, the Office Manager will fulfil the following:

DUTIES AND RESPONSIBILITIES:

Office Management (50%)

- Select, train, supervise and provide mentorship to the administrative team in day to day operations
- Manage IRCOM's office and program sites by ensuring operations run smoothly and staff are trained in core office procedures
- Create, streamline and implement office, internal communication and purchasing policies and procedures
- Coordinate and monitor the effectiveness of administrative support of program staff and committees
- Assist the Director of HR with the dissemination of Professional Development (PD) opportunities to staff, and logistical support and organization for staff participation in PD events.
- Coordinate monthly staff and leadership team meetings, included but not limited to leadership assignment, venue, snacks / meals
- Support Senior Management with the preparation of annual staff calendars
- Review the monthly internal staff newsletter
- Lead major organizational event planning and assist the Social Committee to organize staff events
- Oversee inter-site coordination including new site setup

Goods and Services Procurement (20%)

- Consult regularly with managers regarding program needs and visit programs periodically to assess quality of goods and services
- Source, negotiate, and purchase goods or contract services as required and approved by managers
- Oversee and streamline procurement practices, prioritizing local businesses where possible
- Engage and maintain effective relationships with vendors & contractors
- Coordinate delivery and storage logistics in consultation with vendors and program managers
- Periodically review contracted services to ensure they meet budget and performance outcomes
- Monitor capital purchases and upgrades in collaboration with I.T. Support Specialist

Asset Management (15%)

- Maintain and update all relevant records of IRCOM Inc. assets including software licenses and subscriptions, and warranties
- Oversee maintenance and usage of IRCOM vehicles
- Ensure assets are tagged, securely stored and periodically inventoried in collaboration with managers
- Maintain up-to-date inventory of all IRCOM assets

Reporting & Records Management (10%)

- Develop and regularly update policies, procedures and contract templates related to purchase of goods and services, company vehicle use, requests for proposals (RFP), and asset management
- Develop goods and supplies catalog, purchase request, and purchase order system and schedule in collaboration with managers
- Manage multiple Administrative budget lines
- Ensure all purchasing records and practices meet expectations of funders and finance policies
- Monitor all lease, contract, policy and service agreement schedules and review or renew as needed

Team and Inter-departmental Support (5%)

- Participate in team and staff meetings, events and training
- Lead and/or participate in inter-departmental committees as directed
- Perform other duties as required by the Director of Finance & Operations

REQUIRED QUALIFICATIONS:

- Post Secondary education with related experience in a relevant field, e.g. Business Administration, etc.
- Minimum 5 years direct office management experience including the supervision of staff
- 2 years' experience of decision-making responsibility for multi-department purchases, contracts, asset or inventory management experience
- Proven negotiating, consensus building, trouble shooting and conflict transformation skills
- Superior organizational, attention to detail and digital data management skills
- Experience creating, simplifying and adapting systems and procedures that meet complex needs
- Demonstrated computer proficiency with Microsoft Office Suite
- Exemplary communication and relationship building skills with internal and external stakeholders
- Strong written, oral and presentation skills in English
- Proven ability to thrive and maintain working in a fast paced, multi-tasking environment
- Valid driver's license is required (class 4 license is considered an asset)
- Ability to work as a team player as well as take initiative and work with minimal supervision
- Present a satisfactory Criminal Record Check and maintain a clear Child Abuse Registry Check
- Proof of full COVID-19 immunization (including boosters) upon hire
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/work-here>)

DESIRED QUALIFICATIONS:

- Lived newcomer or international experience
- Additional language skills
- Prior work or volunteer experience in a not-for-profit organization
- Previous project management experience
- Finance management skills

Hours of work: This is a full-time permanent position for a maximum of 37.5 hours per week. The Office Manager's hours will take place primarily 9 a.m. to 5 p.m., Monday to Friday. Occasional evenings may be required.

Wage: \$27.57/hour

Benefits: Group insurance (life, LTD, AD&D, dental & extended health)
Paid sick and discretionary time
Paid winter shutdown
Registered Retirement Savings Plan contributions after 1st year
Professional development opportunities
Collaborative, family-friendly and supportive working environment

Application Information and Process: All applicants must be legally entitled to work in Canada.

IRCOM as an organization seeks to reflect the community members it serves. We are committed to providing an inclusive, accessible environment, where all employees, volunteers, tenants and program participants feel valued, respected, safe and supported. IRCOM strives for employment equity. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, visible minorities, and/or persons with a disability. We are dedicated to building a workforce that reflects the diversity of the communities we serve, and to creating an environment where every employee has the opportunity to reach their potential.

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

HR - Selection Committee
95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email: hr@ircom.ca
Fax: 204-943-4810

Review of applications will begin at 12 pm noon on Monday, September 12 and will continue until the position has been filled

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.