



shishálh Nation

Employment Opportunity Mem7iman CDC Assistant Manager (1 year Mat. Leave Coverage)

Job Purpose: The Assistant Manager ensures the efficient day-to-day operation of the office, and provides support to management and staff.

Duties and Responsibilities:

- Answer and direct general phone enquiries and voicemails to the appropriate staff
- Greet clients/suppliers/visitors to the organization in a professional and friendly manner
- Use computer word processing, spreadsheet, and database software to prepare reports, financial statements, invoices, memos and documents
- Deal with incoming and outgoing mail, faxes, emails and courier deliveries for distribution
- Manage the office supplies, by purchasing, receiving, storing and monitoring office supply levels
- Coordinate the maintenance of office equipment
- Code and file material according to the established procedures
- Update and ensure the accuracy of the organization's databases
- Back-up electronic files using proper procedures
- Provide secretarial and administrative support to management and other staff
- Make travel, meeting and other arrangements for staff - coordinate staff training, workshops and conferences
- Code and file financial material according to established records management procedures
- Process accounts payable ensuring timelines and accuracy of information
- Process accounts receivable ensuring timelines, accuracy of codes and appropriate backup
- Prepare and submit all financial reports as required
- Month end duties as required
- Assist Manager prepare meeting agenda's and supporting material for distribution, draft minutes for staff meetings and create action list for management
- Ensure the timely distribution of material to the other staff members
- Other duties pertinent to the department as assigned
- May be required to work on the floor from time to time during staff shortages.

Qualifications:

- High School Diploma
- Post-secondary education in Early Childhood Education, Business, Computers, Assistant Manager Program or Office Management is an asset
- 1-3 years in an office setting
- Current Criminal Records Check



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Knowledge, Skills and abilities

- Excellent organizational and time management skills with the ability to prioritize effectively
- Good problem solving skills and sound common sense
- Strong computer skills, Microsoft Word, Excel, Outlook and Google calendar
- Understanding and use of social media, such as Facebook, twitter and website maintenance
- Experience answering a multi-line phone system and transferring calls
- Use of office machines: Fax, photo copy, shredder etc.
- Knowledge of File Management systems
- Knowledge of Child Center Regulations and Licensing requirements
- Knowledge of Childcare Subsidy, MCFD programs and services an asset
- Ability to maintain a high level of accuracy and confidentiality
- Ability to establish and maintain positive working relationships both internally and externally
- Excellent communication skills both written and verbal
- Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- Strong team player with an understanding of team dynamics
- Possess cultural awareness and sensitivity.

Working Conditions

- Office environment
- Working hours from 8:00 am – 4:00 pm. Monday - Friday
- May be required to work some overtime hours such as attending Staff meetings
- Some travel may be required from time to time.

We sincerely thank all applicants for their interest in the position, however only qualified applicants will be contacted for an interview.

Please send your cover letter and résumé to Anne-Louise McManus, HR Consultant at:
amcmanus@secheltnation.net