

## **Office Manager - Contract**

### **Sasamat Outdoor Centre – Belcarra BC**

We are looking for a strong team player to join us as Office Manager for Maternity Leave Coverage. Sasamat Outdoor Centre is part of the not-for-profit Association of Neighbourhood Houses BC.

**Contract** – This is a maternity leave contract position leading into September 2018. Full time 35 hours/week, Monday to Friday (some overtime may be required)

**Salary** - \$24.07

**Start Date** - August 1, 2017 (one month on-the-job training period will be provided)

**End Date** – On return of employee

### **Summary of Responsibilities**

#### **Office Management**

- Plan, co-ordinate and oversee all office services, such as office supplies and equipment, catering and rental services, facility maintenance and security services
- Implement and manage NH/Camp technology needs, such as computer network/database system, telephone and internet services

#### **Human Resources Management**

- Hire, orient, train and supervisor office support staff and general office volunteers; may be responsible for coaching, disciplining and terminating office support staff in consultation with the Executive Director or the director in charge of operations at the NH/Camp
- Provide interpretation to office support staff regarding HR policies and procedures and general employment related legislations, including Employment Standards, WCB and Human Rights

#### **Records Management**

- Maintain filing system, include classifying, storing and safe disposing of records
- Collect and maintain all NH/Camp staff employment records, such as employment letters, timesheets, performance appraisals, emergency contacts
- Manage and maintain an in-house system to track balances of vacation, sick leave and other types of leaves, employment anniversary dates for wage increases and benefits; inform and reconcile these records with Central Office

#### **Financial Management**

- Assist in preparing and monitoring office budget
- Administer and manage all finance-related activities at NH/Camp level, including invoicing, bookkeeping, bank deposits, petty cash, A/P and A/R
- Prepare month-end and year-end financial statements

#### **Qualifications**

- Experience in, and aptitude for, a very busy work environment
- Computer skills with excellent and accurate data entry
- Excellent written and oral skills in English. A second language is an asset.
- Polite and positive telephone and personal presence
- Problem-solving skills, ability to work as part of a team without direct supervision
- Knowledge of organized camping is a strong asset

#### **Submission Deadline**

9:00 a.m. Monday, July 17, 2017

Please submit your resume, with a cover letter stating your relevant experience and confirming your ability to be available for the duration of the term of the contract, to:

**Info@sasamat.org** (please note on subject line: (Maternity leave application))

Association of Neighbourhood Houses of BC (ANHBC) is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflects our commitment to our staff and their family.

For more information about ANHBC and Sasamat Outdoor Centre, please visit [www.anhbc.org](http://www.anhbc.org).

We thank and acknowledge all applicants and will proactively contact those selected for interviews.

ANHBC Member Houses:

Alex NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH,  
Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Center

W