FACILITIES AND RESOURCES MANAGER

REPORTS TO the Executive Director (ED).

JOB DESCRIPTION

The Facilities and Resources Manager is a member of the Senior Management Team. They oversee all day-to-day office administration activities with the objective of improving efficiency within the scope of the Indigenous Perspectives Society's (IPS of the Society) vision, mandate, policy and standard operating procedures. They work with various community vendors, and other community organizations. The position is also responsible for office management and supporting administrative activities.

RESPONSIBILITIES

- Works collaboratively with management team members to identify, develop and implement strategic initiatives, policies, plans, and programs necessary for the successful operation of the Society;
- Monitors areas of responsibility for opportunities for improvement and innovation;
- Completes annual business licensing renewals, and other forms as required;
- Interacts with vendors, member agencies and the public to resolve account and billing discrepancies;
- Deposits cash/cheques, and manages up to $300 in petty cash and a $8,000 Visa;
- Oversees the completion and co-ordination of office administrative procedures such as personnel revisions and supply orders;
- Implements and monitors equipment leasing;
- Organizes facilities management and all corresponding office operating procedures;
- Maintains inventory of Society assets with estimated valuation of contents for insurance purposes;
- Manages the Society's insurance programs, including tendering, evaluating the Society's needs, and maintaining contact with broker/agent;
- Primary contact and administrator for all insurance coverages including building, liability and health;
- Manages and maintains components of the IMS database system and oversees server data integrity;
- Prepares new employee documentation such as employment contracts for authorization by the AD/ED;
- Delivers orientation to new employees, and tracks staff vacations, overtime, sick days and other leaves;
- Assembles data and prepares periodic and special reports, manuals and correspondence;
- Compiles and maintains the security of contracts and other related files;
- Manages and maintains specific Commission on Accreditation of Rehabilitation Facilities (CARF)-related reports, i.e. Technology Plan, and some HR functions
- Maintains the security of the signature stamps and validates all relevant invoices;
- Promotes a safe workplace; ensures that all established safety procedures are followed;
- Fosters and maintains a positive working relationship with the Board and staff;
- Carries out other duties essential to the position as directed by the AD/ED.
- Is the primary contact for most vendors
- Oversees janitorial functions and purchases
- Supervises one Front Desk Clerk which includes conducting an annual performance review
- Works closely with the Finance Manager and Finance Technician

QUALIFICATIONS

Education and Experience

- Business Administration certificate or diploma, or equivalent;
- Minimum 3 years experience functioning in an office management capacity;
- Experience creating moderately complex documents using MS Office applications;
- Experience developing and initiating office procedures;
- Asset: Experience working with a Board of Directors.
- Valid driver's license and reliable vehicle

Knowledge, Skills and Abilities

- Working knowledge and familiarity of Indigenous, First Nations, Metis and Inuit history, communities, cultures, traditions, practices;
- Working knowledge of various applicable legislation and regulations such as Employment Standards, WorkSafe BC, FOIPPA;
- Working knowledge of data gathering techniques, such as research or file analysis including use of an online library to obtain technical and administrative materials for organizational use;
- Sound knowledge of principles and practices of organization, planning, records management, research and general administration;
- Demonstrated ability to use computers including Microsoft Office and administration of email accounts;
- Ability to use software to develop and maintain correspondence, spreadsheets and tracking systems;
- Competent in use of standard office equipment including facsimile, photocopiers, and computer;
- Working knowledge of information management systems and the ability to maintain a high level of accuracy in information entry;
- Excellent written and verbal communication skills to discuss issues in a language suitable to the audience;
- Ability to utilize sound judgment when making decisions regarding administrative matters, determining appropriate course of action, solving problems and monitoring/evaluating/updating own work procedures;
- Excellent planning, organizing, and project management skills when navigating multiple priorities;
- Ability to foster and maintain positive working relationships with colleagues, and external contacts;
- Ability to exercise diplomacy, confidentiality and sound judgment;
- Ability to make decisions and provide advice, direction and assistance to community partners, the Board and staff;
- Flexibility to participate in occasional travel to attend meetings, conferences, seminars etc.;
- Ability to work evenings and weekends, as needed.

CERTIFICATION

I have read the contents of this job description and accept the position and responsibilities as described in this document.

Employee Name Signature Date