



Upper Nicola

Job Posting

F/T Permanent Office Manager

Employment Start Date: ASAP

Rate of Pay: In accordance with the UNB Pay Grid Grade 5

Hours of Work: 40 hours/wkly

The Office Manager will provide support to the Band Administrator in a wide range of functions including planning, community engagement and/or development and senior administrative clerical duties. And **will receive on-the-job training.**

Duties include:

- Participate in the planning, implementation, and evaluation of administrative systems programs, planning documents, proposals, reports, presentations, event planning, organizing meetings and other logistics in consultation with senior management.
- Develop and recommend new and revised office procedures and practices.
- Requisition stationery and office supplies and process correspondence and paperwork. Support department staff in problem-solving computer issues, updating programs and liaising with the UNB IT Service provider as required.
- Attend internal and external meetings on behalf of the Administrator.
- Review department staff timesheets, sick leaves vacations etc. and liaise with the HR Manager or Payroll Clerk as appropriate. Make recommendations to delegated signing authority to authorize leave and timesheets etc in the absence of the Administrator to the Acting Administrator.
- Process Purchase Orders for supplies and contracts. Assist with finance-related documentation
- Liaise with contractors, staff, and consultants on behalf of the Band Administrator in his/her absence.

Qualifications:

- Administration diploma and 2-3 years experience in a related position, supporting managers/directors or equivalent is required.
- Working knowledge/training with computers and in general office procedures, including data entry skills and experience.
- Must have experience with the Microsoft Office Suite, letter writing, faxing, scanning, copying and in the resolution of computer problems.
- Strong verbal and written communication skills.
- Ability to make recommendations to the designated signing authority on behalf of the Administrator, in their absence, internally and externally.
- Working knowledge of financial processes.
- Knowledge of slylx history and culture is an asset.

Send current resume and cover letter to HR:

In person at the UNB Administration Office or email hr@uppernicola.com

DEADLINE FOR APPLICATIONS:

Open until filled

Only those applicants selected for an interview will be contacted