

JOB ADVERTISEMENT

Office Manager, OROMOCTO FIRST NATION

Oromocto First Nation Child and Family Services Agency is seeking to hire a qualified individual to work as a Office Manager. We are looking for an Office Manager to organize and coordinate administration duties and office procedures. Create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety.

Office Manager responsibilities include:

- Scheduling meetings and appointments within the office
- Organizing the office layout and ordering stationery and equipment
- Maintaining the office condition and arranging necessary repairs

Responsibilities

- Serve as the point person for office manager duties including:
 - Maintenance
 - Mailing
 - Supplies
 - Equipment
 - Bills
 - Errands
 - Shopping
- Schedule meetings and appointments
- Organize the office layout and order stationery and equipment
- Maintain the office condition and arrange necessary repairs
- Partner with HR to update and maintain office policies as necessary
- Organize office operations and procedures
- Coordinate with IT department on all office equipment
- Ensure that all items are invoiced and paid on time
- Manage office budget, ensure accurate and timely reporting
- Provide general support to visitors

Requirements

- Proven experience as an Office Manager, Front Office Manager or Administrative Assistant
- Knowledge of Office Administrator responsibilities, systems and procedures
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- Hands on experience with office machines (e.g. fax machines and printers)
- Familiarity with email scheduling tools, like Email Scheduler and Boomerang
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills

- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements
- Access to a vehicle with insurance and a valid drivers licence
- Criminal record check and Social Development Prior contact check
- Work hours would be Mon-Thurs 9-4 and Fridays 9-12 in office, with occasional work outside of these set hours

Please forward your resume, cover letter, and three references by **March 17th 2022**

Salary commensurate with experience as per the provincial pay scale

Shawn Sabattis Atwin

Director of Child and Family Services, Oromocto First Nation

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