

OFFICE MANAGER

Greener Village is a charitable organization that has been caring for our Fredericton area community for over three decades. Greener Village increases food security in the Fredericton and surrounding area through its inclusive programmes and services. Our Vision is to provide access to high-quality foods and other products in a setting that promotes dignity, choice and self-esteem. Servicing the Greater Fredericton Area, we provide food relief to more than 1,000 families a month, approximately 3,500 people. We are committed to providing outstanding services to every person who visits our centre.

Position Purpose

The Office Manager will oversee and implement administrative procedures, establish work priorities, conduct analyses of administrative operations and co-ordinate acquisition of administrative services such as office space, supplies and security services. This position requires an individual who is flexible, self-motivated, energetic, and outgoing. Excellent written and spoken communication skills are essential to this role, which involves interactions with community, clients, and staff.

Essential Duties and Core Accountabilities

- Oversee and co-ordinate office administrative procedures and review, evaluate and implement new procedures
- Establish work priorities, delegate work to office support staff, and ensure deadlines are met and procedures are followed
- Administer policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
- Co-ordinate and plan for office services such as equipment, supplies, forms, disposal of assets, maintenance and security services
- Work in conjunction with Finance department to manage staff time sheets, banking requirements and donation reconciliation
- Assemble data and prepare periodic/special reports, manuals and correspondence
- Assist the Executive Director as directed

Supervision

- Plans, organizes and supervises employees and volunteers in the administration department
- Serves as a liaison between staff, donors, agencies and programs as needed
- Oversees department handling all incoming information requests including email, telephone, mail, and social media
- Conducts communications in accordance with Communications plan and trains and instructs volunteers appropriately

Compliance & Training

- Responsible for the development, implementation and maintenance of policies and procedures affecting the office and the organization
- Conduct training as needed for volunteers to ensure effective and compliant service delivery
- Educate staff on processes and procedures while driving continuous improvement efforts
- Maintain and utilize data and statistics and monitor for improved outcomes; Drive continuous improvement efforts; and Provide direction and leadership regarding issues and concerns.

Education and Experience

- Successful candidates for this position require a diploma or combination of relevant education, professional experience, and industry training
- Minimum of three (3) years' experience in related office management positions
- Clean Criminal Record Check

Qualifications

Strong candidates for this position will believe in the Greener Village Food Bank's mission, vision and values and be able to inspire others to join them in this important work.

Possess excellent written, oral and interpersonal communication skills; critical thinking skills to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems; high proficiency with Microsoft Office applications; ability to work in a fast paced environment with multi-faceted demands and deadlines; strong organizational skills and detail oriented, yet flexible with an adaptable personal style; ability to motivate and inspire others; have strong customer service skills and willingness to assist others; valid driver's license; flexibility to attend meetings and events in evenings and/or on weekends.

How to Apply: After reviewing the job description, please email cover letter, and resume to director@greenvillage.org before December 31st, 2021 at 1730h (5:30pm). Strong applicants will be contacted as soon as possible to set up interviews. Applications will be accepted until position is filled.