



Office Manager

Position Summary

The Office Manager role is to organize, manage, and ensure the efficient operation of Homeward Trust through processes and procedures that support its various departments and teams. The Office Manager has the primary responsibility for managing human resources and IT requirements for the organization. The Office Manager reports directly to the Director, Business Services or in his/her absence the Executive Director.

Primary Objectives

Office Manager will:

- Work closely with the Director, Business Services and staff to identify, recommend, develop, implement, and support policy and procedures intended to ensure the Human Resource activities of the organization are administered at the highest level of efficiency.
- Develop, maintain, support, and optimize key functional areas, including computer network infrastructure, workflow procedures and documentation and direct activities to resolve problems in a timely and accurate fashion.
- Assist in the development of departmental work plans and budgets.

Responsibilities

Human Resources

- Lead the Organizations Human Resources activities including but not limited to:
 - Schedule and track staff performance reviews, as well as creation and maintenance of personnel files
 - Drafts and updates employee job descriptions;
 - Involved, as a team member, in recruitment and selection of new staff, and retains services of temporary staff.
 - Payroll systems and company group benefit plan;
 - Manages orientation and training of new staff.

This position description is under review and may be modified from time to time to clarify specific elements and relationships to other team positions.

Planning

- Design and implement short-and long-term work plans to ensure infrastructure capacity meets existing and future requirements.
- Ensure policies, procedures and associated training plans for infrastructure administration and management are established and maintained.
- Participate in the development of IT and Human Resource strategies in collaboration with the executive team.

Acquisition & Deployment

- Conduct research and make recommendations on products, services, protocols, and standards.
- Negotiate with vendors, outsourcers, and contractors to secure infrastructure-specific products and services.
- Assist with the planning and deployment of security measures.

Operational Management

- Manage and set priorities for the design, maintenance, development, and evaluation of all IT and Human Resource activities in conjunction with the Director, Business Services.
- Define hardware and software standards in conjunction with the Director, Business Services and systems providers.
- Establish and maintain regular written and in-person communications with all Director(s).
- Monitor incident trends and anticipate potential problems for proactive resolution.
- Ensures the general flow and operation of the office is carried out in an efficient manner.

Essential Functions

- As the Privacy Officer, retains an up-to-date knowledge on the Privacy Act;

Qualifications

A combination of education and experience in Business Administration and Human Resources will be considered. Degree(s), Certificate(s) from recognized post-secondary institutions in one or more of the following would be considered: Business Administration, Management, Human Resources, Canadian Payroll Association and other related fields of study. Previous experience with the FOIP Act would be considered an asset.

Technical Knowledge and Skills

- Knowledge of office systems and computer software including all MS Office products.
- Knowledge of the Trust's Employee Code of Conduct and the Employment Standards Code.
- Good project management skills and/or substantial exposure to project-based work processes.

Behaviors

- Organization and staff focused

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- Excellent communicator
- Analytical thinker and decisive
- Strong contributor in a team environment
- Entrepreneurial/innovative
- Values and respects diversity

Please submit your resume and cover letter by Monday, March 22, 2010 at 5pm MST to:

Ron Gregg, Business Services Director

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Only candidates interviewed will be contacted.