



## EMPLOYMENT OPPORTUNITY – OFFICE MANAGER – 8 MONTH CONTRACT

### ENOCH CREE ADMINISTRATION DEPARTMENT

#### \*OPEN COMPETITION\*

**JOB PURPOSE:** The organization and co-ordination of the office operations, policy and procedures adherence and utilize internal and external resources to facilitate organizational effectiveness and efficiency. The incumbent will also be responsible to co-ordinate office activities and functions. Must utilize coaching and mentorship skills to develop and oversee staff. The Office Manager will recruit and select office administration staff, organize orientation and training of new staff members, evaluate staff performances, as well as coach, mentor and discipline office staff. Design and implement filing systems, ensure filing systems are maintained and current and establish and monitor procedures for record keeping. Ensure security, integrity and confidential data is maintained as per the HR Policy and Procedures, as well as implement procedure and policy change. Monitor and maintain office supplies inventory, and review and approve office supply acquisitions. Manage internal staff relations and maintain a safe and secure working environment, while performing other duties as assigned.

#### EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Business Administration diploma or degree, or equivalent.
- 2 years of experience in an office setting.
- Ongoing training and skill development may be required to continue to keep up with the demands of the department.
- Provide a Clear Criminal Record check with cover letter and resume.
- Sign ECN Confidentiality agreement.
- Knowledge of management practices and procedure.
- Computer skills and knowledge of office software (Microsoft Word, Excel, PowerPoint, Outlook, etc.).
- Maintain professionalism, be respectful and dependable.
- Have good organizational and comprehension skills.
- Work efficiently and be punctual.
- Ensure a working relationship with supervisors, coworkers and clientele.
- Relay information and answer questions from coworkers, contractors, vendors and residents.
- Must work independently or as a team.
- Able to adapt to change and be innovative with the overall Administration planning process.
- Must have a valid driver's licence.

#### WORKING CONDITIONS:

Required to work Monday to Friday, 8:30 am – 4:30 pm, as well as may be required to work long and non-regular hours, located at the Band Office, while adhering to the Enoch Cree Nation Human Resources Policy & Procedure Manual.

**Closing Date: August 22, 2018**

**Interview Date: TBD**

**Start Date: TBD**

*\*Please submit cover letters & resumes to **Human Resource Department**\**

*Email: [recruitment@enochnation.ca](mailto:recruitment@enochnation.ca) Fax: 780.470.0463*

*Phone: 780.470.4505 Ext: 2221*

*\*ECN thanks all applicants for their interest in this opportunity. Only candidates considered for the position will be contacted for an interview\**