



## Job Description: Office Manager

**POSITION TITLE:** Office Manager

**DEPARTMENT:** Administration

**CLASSIFICATION:** MGO-06

**SALARY RANGE:** \$65,000.000 to \$77,681.000 Per Annum

**POSITION TYPE:** Full-time, Permanent

**LOCATION:** Saskatoon

**ACCOUNTABLE TO:** Director of Administration

### Brief Overview:

Under the direction of the MN–S Director of Administration, Métis Nation–Saskatchewan is seeking a strong team player committed to quality service, to carry out objectives and to provide a range of services as the Office Manager. The Office Manager will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency, and safety. The Office Manager is responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control, office staff supervision, and task delegation. This full-time position will be based at the Métis Nation–Saskatchewan office in Saskatoon, SK.

### Key Responsibilities:

- Point person for maintenance, mailing, shipping, supplies, equipment, bills, and errands.
- Responsible for all hotel bookings, travel claims, and car rentals for MN–S.
- Organize and schedule meetings and appointments.
- Assist HR to maintain office policies as necessary.
- Responsible for day-to-day management of the Director of Administration calendar and activities to ensure high value time utilization in relationship to external and internal requirements.
- Responsible for the timely preparation and presentation of materials, for key external and internal meetings involving the Director of Administration and managers.
- Drafts documents or conducts research to further assist the Director of Administration within the scope of the Directors' leadership. Works with the MN–S



departments to prepare for meetings, presentations and events, and ensures timely follow up of all action items.

- Organize office operations and procedures.
- Coordinate with IT department on all office equipment.
- Provide general support to visitors.
- Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved, and that clerical functions are properly assigned and monitored.
- Prepare operational reports and schedules to ensure efficiency.
- Maintain a safe, secure, and pleasant work environment.
- Oversee and co-ordinate office administrative procedures and review, evaluate and implement new procedures.
- Assist in preparation of the operating budget and maintain inventory and budgetary controls.
- Assemble data and prepare periodic and special reports, manuals, and correspondence.
- Support the research, analysis, and development of current/new business processes, resulting in a set of recommendations for process change, and/or systems development projects.
- Other duties as assigned by the Director of Administration.

### **Qualifications**

- Minimum 3 years experience in a senior administrative or office manager or other similar level position.
- Recognized course in Business Administration or related studies.
- Advanced computer skills including knowledge of Adobe and Microsoft Office programs Outlook, Word, Publisher, Excel, and PowerPoint.

### **Knowledge and skills:**

- Excellent verbal and written communications skills.
- Ability to work remotely.
- Ability to work as a team and independently.
- Strong organizational, analytical, and problem-solving skills.
- Proven office management, administrative, or assistant experience.
- Knowledge of office management responsibilities, systems, and procedures.
- Excellent time management skills and ability to multitask and prioritize work.
- Attention to detail and problem solving skills.
- Knowledge of accounting, data, and administrative management practices and procedures.
- Knowledge of clerical practices and procedures.
- Knowledge of human resources management practices and procedures.
- Relationship management practices.
- Microsoft Office (Word, Excel, and PowerPoint).
- Valid Driver's license and access to a personal vehicle is required.



- Ability to travel.

### **Additional requirements:**

- Valid Saskatchewan driver's license and access reliable transportation.
- Must undergo a Criminal Record Check with the Vulnerable Sector.
- Please submit resume, references, and cover letter to [hr@mns.work](mailto:hr@mns.work) by 11:59 pm on October 1, 2021.
- **Due to COVID19 Restrictions all applicants must be able to work remotely in a secure location maintaining client confidentiality. Only candidates selected for an interview will be contacted.**
- As the government responsible for advancing rights and interests of Métis people in Saskatchewan, MN–S is committed to increasing the number of Métis employees working for the Nation. Hiring preference will be given to qualified candidates who are Métis or another Indigenous group.

