



# ABORIGINAL FRIENDSHIP CENTRE OF CALGARY

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Job Description: Office Manager

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One-year full-time contract position. Competition closes January 23, 2020

Office manager duties and responsibilities include scheduling meetings and appointments, making office supplies arrangements, greeting visitors and providing general administrative support to the CEO and staff as directed.

A successful Office manager should also have experience with a variety of office software (email tools, spreadsheets and databases) and be able to accurately handle administrative duties.

## KEY RESPONSIBILITIES:

- Indigenous decent and/or knowledge of Indigenous cultures, traditions, and language
- Maintain a professional attitude and behaviour including but not limited to:
  - Positive Attitude
  - Solution focused
  - No gossiping
  - Punctuality
- Maintain a reliable office presence during regular business hours
- Answer phones in a timely and professional manner
- Keep the office in the tip-top shape by ordering, stocking, and organizing
- Schedule/ manage CEO's calendar (send emails, make reservations, calendar invites etc.)
- Help schedule meetings and their locations (make reservations, etc.) as needed
- Ensure Kitchen is stocked; this includes kitchen supplies and groceries
- Ensure we have office supplies/ order them when necessary



- Manage all communications with building (maintenance, repairs, approvals, questions)
- Scan, save and electronically file documents for management as requested
- Research and order office furniture & equipment when necessary
- Coordinate trades people such as installers/painters/movers as needed
- Support the Hub office staff with administrative tasks as needed
- Ensure a safe and comfortable work environment
- Act as primary liaison with contractors for IT and telecom troubleshooting (including basic IT support)
- Manage larger procurement as required (third-party providers, office equipment, furniture, etc.)
- Executive calendar & schedule management, ensuring effective prioritization and preparation is enabled
- Manage or assist with research and obtaining of information as required
- Carry out effective and efficient operating and administrative policies
- Assist with event planning as required
- Plan and execute company culture and community engagement events as required
- Keep a pulse on staff morale and make recommendations to management as needed

\*Full-time one-year contract position. We thank all those who apply, but only those selected for an interview will be contacted. Competition closes Jan 23, 2020. Please email your resume to [info@afccalgary.org](mailto:info@afccalgary.org)