

Facility Office Administration Manager

We are searching for a perceptive, creative administrative manager to oversee office operations. To succeed in this role, you should be focused on streamlining office operations to maximize quality and efficiency while reducing costs. You could be analytical, knowledgeable, and organized with a proactive attitude.

Job Responsibilities:

- Develops and implements administrative policies and procedures to improve operations and function of the department.
- Co-ordinate and plan for office services such as accommodation, relocation, equipment, supplies, forms, disposal of assets, parking, maintenance and security services.
- Managing and negotiating vendor contracts.
- Manages the maintenance and repair of machinery, equipment, and electrical and mechanical systems.
- Oversight for IT support and maintaining the technology inventory.
- Help organize small to large scale events and provide ongoing assistance during events.
- Performs all front office duties including reception and associated administrative tasks.

Qualifications/Skills:

- Strong familiarity with office phone and communication systems
- Proven organizational skills and the ability to maintain organizational methods that others can follow
- Highly dependable and trustworthy
- Extremely effective communication skills with a talent for operating across different levels of an organization
- Continuous learner, highly analytical, with good conceptual and critical thinking skills
- Project management skills considered a very strong asset
- Proactive and self-motivated

Education and Experience Requirements:

- Completion of a diploma program or greater
- 3 - 5 years experience in a business or industry related role
- Highly proficient in Microsoft 365 products

Salary Range

\$54,080 – \$70,720 depending on experience