



We are recruiting a **Manager, Administrative Services!** We are looking for a highly skilled administrative professional who provides a wide range of support services to our Centre.

### **Job Responsibilities**

The primary responsibility of the role is to manage the staff and processes to provide administrative and financial support to accomplish the goals of N2N. The role reports to the Executive Director, supervises part-time direct reports and contracted functional roles. They also play a key role on the Centre's Management team. They work closely with all stakeholders including staff, volunteers, donors, clients and the Board of Directors.

Specific areas of responsibility include the following:

#### **Office Management**

- o Reception, customer service functions and communication with stakeholders and the public
- o Database management for donations, human resources information and Centre's files
- o Coordination of reports and functions of the Executive Director and the Board including communication, meetings minutes, "day of" arrangements and reporting.

#### **Financial Management**

- o Budget holder for department
- o Banking and financial security for Centre's activities and receipts
- o Preparation of financial records for bookkeeping and audit functions.

#### **Event Participation**

- o Participation on committees and active involvement in events
- o Financial reporting and event wrap up to ED and Board.

#### **Telecommunications Management**

- o Liaison for external support providers
- o Coordinator for on-site IT processes, security, office equipment, facilities and lease management.

### **Qualifications and Experience**

The skills and experience required to be successful Manager, Administrative Services at N2N include being extremely efficient, organized and resourceful. The successful candidate must also be flexible and able to function well in a fast-paced environment. Great interpersonal skills, judgment and discretion are essential to effectively manage the needs and variety of visitors

who arrive at the Centre. Strong decision-making skills, verbal and written communication skills and attention to detail are also all-important traits.

We would expect that the successful candidate would have:

- proven track record of success in similar roles over 8-10 years
- discretion, confidentiality, and integrity
- availability to carry out responsibilities that may occur outside of standard business hours
- skilled in Microsoft Office applications, database management, Sharepoint, etc.
- skilled in file and document management processes.

Please apply by sending your application to [resumes@n2ncentre.com](mailto:resumes@n2ncentre.com) by January 17, 2020.

We appreciate all interested applicants, but regrettably, only those selected for next steps in the recruiting process will be contacted.