

Office Manager

Job Title:	Office Manager
Pay Grade:	\$56,650 to \$65,000 - commensurate on experience and qualifications
Reports to:	Operations Manager
Position type:	Full-time
Location:	Eastern Ontario, remote office

Job Summary:

EnviroCentre is an Ottawa-based environmental not-for-profit that supports residents, enterprises, and communities to find practical ways to reduce their environmental impact. Our four key impact areas are Green Homes, Green Transportation, Green Enterprises and Green Future. We have been working for twenty-five years to promote practical climate action and awareness in our local communities, and we are one of the leading local agencies in environmental action.

In Ottawa, 42% of emissions come from transportation, and 46% from buildings, a similar profile to that of cities across Canada. EnviroCentre's work prioritizes reducing emissions in those areas, with an eye to supporting an integrated vision of a sustainable, resilient future Ottawa and Canada.

At EnviroCentre, we have a dynamic and engaged team of over 40 staff. We are a fully remote office and will provide the technology and tools to work effectively and collaboratively right from home. We offer competitive employment packages that include health benefits, a Communauto membership, and opportunities for training and professional development.

The position of Office Manager is ideal for a highly organized, systems-oriented administrator who works well as part of a team, enjoys opportunities to liaise with external partners, and is looking for wide-ranging responsibilities in a fast-paced and inclusive environment. We approach our work with a collaborative mindset and our growing team values everyone's contributions and ideas. We provide excellent working conditions with flexible hours.

Reporting to the Operations Manager, you will be responsible for ensuring that our virtual office runs smoothly. This includes computer equipment deliveries and coordinating with our IT service provider, coordinating all staff meetings and other social occasions, managing staff contact lists, coordinating travel, and more. You will have the opportunity to work hands-on with nearly every EnviroCentre program and support our complete staff team.

Job Duties

- Manage all office logistics.
- Work closely with our accounting team and the Operations Manager to ensure systems are running efficiently and accurately.
- Coordinate and lead all-staff meetings and events.
- Coordinate special occasions and staff recognition.
- Serve as the main point of contact for our IT Service Provider and ensure requests for support are being completed.
- Serve as the main point of contact for our soft phone and call centre provider to ensure that it is running smoothly and new services are added when needed.
- Assist in setting up and organizing online SharePoint files and folders.
- Retrieve corporate mail, triage where necessary.
- Deposit corporate cheques.
- Arrange in-person meeting and working space as needed.
- Deliver home office equipment as needed and as the team grows.
- Liaise with many of our service providers and vendors to update plans and monitor contracts and effectiveness.
- Monitor office systems and processes. Provide input on improvements to streamline efficiencies.
- Provide administrative and organizational support to the Executive Director and Board of Director committees, when delegated by the Operations Manager.
- Perform other administrative duties as required by management.

Skills and Experience:

- University or college degree or equivalent professional experience in a related role.
- 2-5 years in office administration, data processing, and/or project coordination.
- High-level proficiency in Microsoft Office programs, in particular Excel.
- Comfort and experience with telephone and online communications in a variety of platforms.
- Above-average attention to detail and ability to organize a wide range of tasks, large and small.
- Ability to provide organizational capacity to other team members and help colleagues adhere to timelines and deadlines through efficient project coordination.
- Excellent interpersonal, team building and stakeholder relationship management skills.
- Solid administration, coordination, time management and budgeting skills.
- Bilingualism (French-English) a strong asset.

Working Conditions

- EnviroCentre is a virtual workplace and will provide the necessary technology and IT support to employees who work from home.

- Frequent computer use.
- Occasional evening or weekend work

In addition to competitive pay, we offer:

- 35-hour work week and the ability to work flexible hours.
- A virtual workplace that supports work-life flexibility, combined with in-person events, occasional in-person group meetings and the opportunity to use a co-working space in downtown Ottawa or another convenient location.
- Starting 3 weeks paid vacation per year, plus paid office closure between Christmas and New Year and summer half-day Fridays.
- Health, dental and wellness coverage for you and your dependents
- Paid sick days, and additional time off for personal and care responsibilities.
- Caring, compassionate and supportive work environment that recognizes that work is one of the many responsibilities we have to prioritize in our lives.

EnviroCentre is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, provincial, or municipal laws. EnviroCentre is committed to a workplace where everyone can participate safely, freely and confidently. We encourage applications from individuals who identify as BIPOC (Black, Indigenous, Peoples of Colour) and/or members of equity-seeking groups.

EnviroCentre recognizes a diversity of backgrounds and experience. If you do not have the formal experience described but can meet the requirements of the role and are willing to learn, we encourage you to apply and make your case in your cover letter. We are interested in a diverse team and willing to train the right person.

EnviroCentre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise us in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

How to Apply

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience and qualifications.

Application Deadline: April 24, 2024

Anticipated start date: May 2024

Important:

Please send your resume and cover letter in one document to info@envirocentre.ca

Please ensure your resume file (PDF) includes your first and last name and the reference number (Reference# EC202410)

Example: Firstname_Lastname_ EC202410

Please also put the Reference# EC202410 in the subject line of your email.

We thank all applicants for their interest, however only candidates selected for an interview will be contacted.