



## MACDONALD YOUTH SERVICES

### EMPLOYMENT OPPORTUNITY

#### INTERNAL/EXTERNAL

**POSITION:** Full Time Manager of Agency Administrative Support – Business Operations

**SUMMARY:** Macdonald Youth Services requires an experienced Manager of Agency Admin Support within the Business Ops team. This position is responsible for ensuring professional administrative support to allow for effective & efficient business operation of all programs/departments agency wide.

**DUTIES & RESPONSIBILITIES:** of the Manager of Agency Admin Support include, but are not limited to:

- Develops and monitors Agency administration standards, processes and resources
- Oversees and arranges for the cross-training of administrative staff throughout MYS
- Ensures key reception and office management systems are in place and operating efficiently
- Provides or coordinates general support services for Directors & Senior Managers
- Develops, implements and ensures a high and consistent standard of performance is maintained
- Maintains an absence reporting system for all MYS administrative staff
- Oversees and updates MYS Standards for correspondence, reports, email messages, etc...
- Identifies and organizes mandatory training for MYS administrative staff
- Ensures that desk manuals are available and up-to-date for all administrative positions
- Organizes and chairs regular meetings with all agency administrative staff
- Provides recruitment support for reception and administrative positions throughout MYS
- Co-ordinates orientation of new employees by arranging appropriate accommodations
- Prepares and manages the agency administration budgets
- Notifies Program Coordinators and Program Managers of expenditures under the agency administrative budget and keeps appropriate staff apprised of fund availability
- Ensures the Agency intranet and external website contain current and relevant information
- Is familiar with the 'Client Relationship Management' (CRM) data base
- Ensures that approved administrative policies and procedures are implemented and followed
- Monitors the building cleaning services to ensure standards and quality of service is met
- Co-ordinates the acquisition/leasing, and maintains accurate records of Agency use vehicles
- Coordinates the acquisition or leasing of resources such as photocopiers, fax machines, etc...
- Co-ordinates and maintains telephones and cell phones throughout the agency
- Oversees acquisition of new furniture for the Agency
- Maintains cordial and beneficial relationships with vendors on behalf of the Agency
- Develops and maintains a file management system for the Agency
- Coordinates the dissemination of information throughout the agency
- Approves invoices and payment charges to areas not directly under the position responsibility
- Develops and maintains a forms register for all agency forms
- Co-ordinates and approves updates to the internal and external websites
- Other duties as assigned

**ESSENTIAL REQUIREMENTS:**

- Graduation from a recognized Business Administration program with a minimum of 5 years' professional administrative experience supporting executive level staff
- Working knowledge of Office applications including Word, Excel, PowerPoint, and Access
- Experience in budgeting, costs allocation and variance analysis



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- Experience in processes and manuals development
- Demonstrated superior communication skills both written and oral
- High standard of professionalism and confidentiality
- Ability to manage competing priorities effectively and efficiently with special attention to detail
- Ability to exercise sound judgment, show initiative and be proactive
- Ability to use standard office equipment including photocopier, fax machine, etc...
- Knowledge of electronic and paper filing systems
- Supervisory experience
- Willingness to obtain training as per MYS policy

#### PREFERRED REQUIREMENTS:

- Bachelor's degree/college diploma in Business Admin or in a related administrative services field
- Experience working with in a not-for-profit organization
- Knowledge of computer systems and software applications
- Experience with leasing and fleet systems
- Familiar with auditing processes such as, IT systems, policies implementation etc...
- Knowledge of Aboriginal culture and language would be an asset

**SALARY RANGE:** \$42,325.92 – \$58,605.98 d.o.q. per annum.

MYS offers a competitive benefit package and pension plan.

**HOURS OF WORK:** 35 hours per week – Monday to Friday

#### HOW TO APPLY:

*Applicants must demonstrate in their resume or cover letter how they meet the requirements of the position, quoting the competition number.*

**COMPETITION NUMBER:** 2745.08.17

**CLOSING DATE:** interested candidates are requested to submit a resume by **12:00 noon Aug 18/17**.

Please forward a cover letter and resume (in word or PDF format) prior to the closing date, to:

Macdonald Youth Services – Human Resources

175 Mayfair Ave Winnipeg Manitoba R3L0A1

Fax: 204.284.4431

Email: [careers@mys.mb.ca](mailto:careers@mys.mb.ca)

Online: <http://www.mys.ca/join/types-of-opportunities>

MYS is an equal opportunity employer, Aboriginal persons, women, visible minorities and persons with disabilities are encouraged to apply.

MYS is committed to developing and retaining a diverse workforce. All job offers are conditional upon providing the following satisfactory, and current (within 3 months) background checks: Child/Adult Abuse Registry Check; Prior Contact Check; and Criminal Record Check with Vulnerable Sector Search. We thank all applicants for their interest, but only those selected for an interview will be contacted. For further information about our other employment and volunteer opportunities please visit our website [www.mys.ca](http://www.mys.ca).