

## Office Manager

S.A.M. (Management) Inc. is a non-profit corporation established to provide management of housing for single persons, families and senior citizens. The corporation responds to unique and new housing needs, as identified by the community.

We are looking for a full time **Office Manager** to join our team. The Office Manager will report to the Operational Excellence Director and will provide support to the S.A.M. (Management) team.

### The Office Manager will be primarily responsible for:

- Safe, efficient and cost-effective operation of the office including overseeing usage of office equipment and trouble shooting, maintaining office schedules, ordering office supplies and equipment, managing contracts with service providers, coordinating IT support and providing assistance to office staff
- Maintenance of the website, drafting correspondence and providing administrative help to develop templates
- Identifying and making recommendations to improve processes
- Organizing and overseeing the onboarding of new employees
- Helping identify and develop staff training plans

### Qualifications

- Certificate or diploma in administrative assistance an asset
- 5 to 10 years of related experience
- Experience working in a non-profit setting an asset
- Experience with the program Spectra an asset
- Skilled at using Microsoft programs
- Ability to establish and maintain positive working relationships both internally and externally
- Ability to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Ability to work cooperatively with others
- Highly organized and focused attention to details
- Capable of organizing own work with a minimum of direction
- Ability to be flexible and creative in working with limited resources and multiple deadlines

If you are interested in this position and have the qualifications identified, please apply to [ckrostewitz@sam.mb.ca](mailto:ckrostewitz@sam.mb.ca) by including a cover letter outlining your relevant experience and salary expectations.

We thank all applicant; however, only those applicants selected for an interview will be contacted.