



# FRAFCA

Fraser Region Aboriginal Friendship Centre Association

“Looking for an Experienced Individual with Strong Organizational skills to manage the Administrative duties of our Surrey Office”



**Office Administrator**

<b>Job post date:</b>	15 May 2020
<b>Reports to:</b>	Executive Director
<b>Classification:</b>	Full-time, 40 hours per week.
<b>Location:</b>	A101, 10095 Whalley Blvd., Surrey, BC.
<b>Rate:</b>	Compensation dependent upon experience

## About Us:

The Fraser Region Aboriginal Friendship Centre Association is a non-profit organization that provides a diverse range of culturally safe and supportive services to Aboriginal people in Surrey and the Fraser Salish region. The Friendship Centre works from a decolonizing perspective, and as such, works to strengthen family bonds between generations and within the family.

## Position Summary:

We are seeking a highly organized and responsible Office Administrator to oversee our administrative operations. The primary goal is to ensure that all seven of our office locations run smoothly. Your diverse role will entail overseeing vendors, managing reception staff, communicating with landlord, organizing files, reviewing bills and accounts payable, and responding to staff questions. Our ideal candidate has at least five years of office management roles and knows how to manage the different administrative needs of a busy office.

## Why FRAFCA:

- Opportunity to work alongside cultural knowledge keepers & Elders
- Holistic, culturally safe, approaches to serving our clients and community
- Freedom to share and observe own cultural practices (i.e. smudging in the office)
- Access WorkBC Employers Training grants and other bursaries to fund training & other professional development
- Extended Health Benefits Package (Medical, Dental, Travel) and Employee Assistance Plan after 3 months of continuous employment
- 10 annual paid sick/personal leave days
- Paid vacation days (up to 25 days based on years of service)
- Offices located along main transportation routes; main office by the Skytrain station
- Parking available on-site



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## Your Duties:

### Office Management:

- Plan, organize, direct, control and evaluate the operations providing a single administrative service or several administrative services.
- Direct and advise staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services.
- Direct and control governance and regulatory compliance procedures within the establishment
- Manage external vendor relations which includes tracking, measuring, report and evaluate vendor performance.
- Plan, administer and control budgets for contracts, equipment and supplies including but not limited to photocopiers, phones, software, building, etc.
- Prepare reports for the Executive Director, as needed, evaluating administrative services.
- Available on-site five days per week to manage office issues.

### Operations:

- Manage and oversee office services functions including office equipment, supplies and vendors.
- Update and maintain operations manuals.
- Play leading role in office space management and planning, including the anticipation of office space needs.
- Serve as contact person for employees and vendors regarding office operations.
- Track staff requests pertaining to operations and liaise with building property manager regarding tenant-landlord issues.
- Research, revise, and update procurement policy on a three-year cycle.

### Staff Management:

- Responsible for staffing of all reception staff at required each location which includes, but not limited to, maintaining a casual pool.
- Manage and oversee office services functions including office equipment, supplies and vendors.

### How to Apply:

Please send your **Cover Letter** and **Resume** by mail or email marked attention, at:

**Email:** [fracahiring@gmail.com](mailto:fracahiring@gmail.com)

**SNAIL Mail:** A101-10095 Whalley Boulevard, Surrey, BC V3T 4G1

Identify the position code (**Office Administrator**) in the subject of your email, and cover letter.

We thank all that apply, but only those selected for interview will be contacted.

Applications will be accepted on a rolling basis. Open until suitable candidate is found. contacted.

\*\*\*\*Pursuant to S. 41 of the BC Human Rights code, preference may be given to Aboriginal Applicants.

- Manages other administrative staff, including janitorial, IT, and security staff/consultants
- Train, supervise, and support administrative staff
- Available on-site five days per week to manage daily receptionist issues

## Qualifications:

### Education and Experience:

- A bachelor's degree or college diploma in business administration or finance, or a related administrative services field required.
- A certificate in project management would be considered an asset.

### Experience and Special Requirements:

- Five (5) years of experience at a professional level in business administration, finance or administrative services required.
- Five (5) years experience in Office Management or Operations Management.
- Experience in a senior clerical or executive secretarial position related to office administration would be considered an asset.
- Advanced proficiency in Sage 50 and Microsoft Office Suite.
- Criminal records check.
- Knowledge about working with a non-profit and an Aboriginal organization.

### Key Skills, Knowledge and Abilities:

- Allocating and Controlling Resources
  - Co-ordinating and Organizing
  - Supervising
- Analysis:
  - Analyzing Information
  - Critical Thinking & Planning
  - Judgment and Decision-Making
- Information Handling
- Business, Finance and Management:
  - Business Administration
  - Clerical
- Law, Public Safety, Government and Jurisprudence