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INDIGENOUS DIABETES HEALTH CIRCLE

Job Posting

Office Manager **Trainee**

The IDHC is seeking to train an individual and work with our Office Manager as a part of our past-paced team.

Position Summary

To organize, coordinate and provide administrative duties to the Executive Director. Create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and work safety.

Responsibilities and Duties:

- Assist the Executive Director/Program Director in daily office administration and preparation of Board, staff and other meetings
- Update minute binder as meeting minutes are accepted and signed by Secretary
- Organize electronic filing system of all minutes, meetings and packages
- Arrange details for scheduled meetings which includes guest room reservations, catering, travel and expense claims
- Apply and establish (house account) credit card authorization with hotels and meeting facilities
- Forward travel claims to Finance Manager to complete payments for participants
- Record, prepare and present all minutes of committee, board and other meetings to Executive Director/Program Director.
- Enroll each new employee with IDHC, including payroll, policies and HR as necessary
- Create and develop personnel files for all staff, volunteers and co-op students
- Communicate directives from Executive Director, due dates and time lines to staff and liaison with Program Director and Executive Director
- Provides general day-to-day secretarial and reception services at the IDHC Head Office (i.e. typing & filing of letters, reports, minutes, documentation and other related correspondence, answering routine inquires.).
- Schedule and prepare staff evaluations and file folder for Program Director
- Participates in the monitoring of head office and satellite office calendars to the Program Director
- Ensure policy's, by-laws and contact lists are up to date
- Maintain health and safety standards and monitor head office on-site needs
- Perform other duties and responsibilities that may be designated by the Executive Director/Program Director

Salary Range: to be determined based on available funding opportunities.

Employment Period/Status: based on eligibility of funding. IDHC is committed to hiring the trainee once the training period has ended.

Supervision: The Office Manager Trainee will be under the supervision of the Office Manager.

Qualifications:

- Co-operative, conscientious and reliable, with strong skills in planning and work organization, eager learner
- Dependable and competent person, with strong communication and interpersonal skills
- Ability to work independently with minimal amount of supervision, but also be willing to work as a team player
- Computer skills, word, excel, office 365
- Knowledge of Indigenous organizations and surrounding communities
- Desire to build skills and move into Office Manager position

Location: IDHC Head Office, 3250 Schmon Pkwy, Unit 1B, Thorold, ON

Preference will be given to applicants of Indigenous Ancestry.

Interested applicants are invited to submit a **cover letter** and **resume** with **three letters of professional references** to the Executive Director of the:

Indigenous Diabetes Health Circle

ATTN: Karrie Whyte

3250 Schmon Pkwy, Unit 1B, Thorold, ON, L2V 4Y6

Phone: (905) 938-2915 or 1-888-514-1370

Fax: 1-866-352-0485

Web: www.idhc.life

Email: officemanager@idhc.life

Accepting Applications until **December 15th, 2017** at 4:30 pm.

For more information, please contact the IDHC head office.
Only those candidates who receive an interview will be contacted.