

External Job Description
Administrative Supervisor
[Union Excluded Position – Full Time – 40 hours per week]

Description: The Administrative Supervisor provides administrative and human resources support for the Simon Fraser Student Society (SFSS).

Working Relationship(s)/Role in Organizational Structure: The Administrative Supervisor will take direction from and report to the Executive Director.

Duties and Responsibilities:

A) Administration

- Lead the review of existing and development of new SFSS administrative policies and procedures
- Assist in meeting coordination including scheduling, room bookings, catering and room set-up
- Ensure that accurate meeting minutes are recorded, edited, distributed and posted
- Respond to requests for information
- Assist in the development and distribution of reports
- Coordinate the annual general meeting and support other events at the direction of the Executive Director
- Undertake research and other special projects at the direction of the Executive Director
- All other administrative duties assigned by the Executive Director
- Provide direction and support for the Administrative Assistant

B) Human Resources

- Ensure that personnel files are accurate, up-to-date, contain relevant and required information and are stored confidentially
- Ensure that all staff members receive an orientation to their workplace and to SFSS
- Develop, distribute and advertise all employment postings
- Schedule performance reviews for all employees
- Participate as an employer representative on all hiring committees
- Participate in the development and adjustment of job descriptions
- Assist in the development and implementation of human resource policies and procedures
- Interpret and apply provisions within the Unit 5 Collective Agreement
- Lead health and safety initiatives and act as employer representative as required
- All other human resource duties assigned by the Executive Director

Required Skills and Experience:

- Post-secondary degree or diploma in a relevant discipline
- Successful completion of relevant human resources courses
- Excellent organizational skills
- Proven ability to multi-task and prioritize
- Excellent verbal and written communication skills
- Proven ability to write clear, accurate and comprehensive meeting minutes and reports

Submit your resume, cover letter by email to jobs@sfss.ca citing that you are applying for the **Administrative Supervisor** position in the subject line. Acceptable file formats include MS Word documents or PDF files. Unreadable files will be ignored. Resumes must be received no later than **9:00 am on March 18th, 2019**. Only shortlisted candidates will be contacted.