Job Description

Administrative Services Manager

[Union Excluded Position – Full Time – 40 hours per week]

POSITION SUMMARY

As a member of the management team, the Administrative Services Manager provides administrative and human resources leadership and support to the Simon Fraser Student Society (SFSS).

The Administrative Services Manager reports to the Executive Director.

DUTIES AND RESPONSIBILITIES

**Administration:**
- Manages the efficient operations of the SFSS and all of its offices;
- Plans and coordinates the development of administrative policies, procedures and systems to streamline administrative processes;
- Liaises with all SFU departments and services as necessary to maintain the correct functioning of the organization;
- Manages the distribution of keys and access cards for the Student Union Building and performs regular audits of keys and access cards to maintain building security;
- Oversees the servicing and maintenance of office equipment including appropriate information technology systems;
- Prepares budgets for the administrative department(s);
- Ensures meeting scheduling, room booking, catering and room set-up for meetings of the Board of Directors, Council, committees, and management;
- Ensures that accurate meeting minutes are recorded, reviewed, distributed and posted;
- Responds to requests for information;
- Coordinates the Annual General Meeting and supports other events as required;
- Undertakes research and other projects as directed.

**Human resources / Labour relations:**
- Provides advice regarding job descriptions, including development and adjustments, as required;
- Manages all job postings;
- Participates as an employer representative in all hiring committees;
- Recruits, orients, trains, coaches, allocates tasks, reviews performance and supervises administrative personnel;
- As one of the Staff Liaison Officers, maintains accurate, up-to-date, complete and confidential personnel files;
Supervises SFSS staff and provides a supportive work environment by:
- Maintaining current job descriptions,
- Assisting other managers with determining staff development requirements,
- Approving all types of staff absences, evaluating staff performance and handling grievances,
- Authorizing payroll timesheets and absence requests for staff.

Interpret and applies provisions within the current collective agreement;
Maintains and implements the policies and procedures in the human resources manual;
Leads health and safety initiatives and acts as an employer representative and co-chair on the Joint Health and Safety Committee.

General:
- All other duties as assigned.

QUALIFICATIONS
- Post-secondary degree in a relevant discipline or a diploma plus pertinent experience and training;
- 3 years or more related experience in office administration, human resources / labour relations management, planning and coordination;
- Ability to work with stakeholders from diverse backgrounds;
- Excellent organizational, analytical, problem-solving, and conflict resolution skills.
- Excellent interpersonal and communication (both verbal and written) skills.
- Excellent ability to provide sound advice;
- Ability to write accurate minutes and reports;
- Ability to interpret collective agreements;
- Ability to exercise discretion, initiative and diplomacy;
- Ability to work within broad parameters, competing deadlines / priorities with frequent interruptions;
- Proficient in the use of standard office applications and enterprise-level information systems.

To be considered for this position, please submit your resume with a cover letter via e-mail to jobs@sfss.ca citing the job title in the subject line. Only PDF files will be accepted. Resumes must be received no later than April 15th 2019 at 1:00 pm. Only shortlisted candidates will be contacted.

The SFSS is an equal opportunity employer.