



COMMUNITY LIVING-CENTRAL HURON

Job Posting

Office Manager (Full-Time, 12-month contract)

Community Living-Central Huron is a registered charity, providing various services and support to children, youth and adults with a developmental disability. Our vision is 'people live in dignity and share in all aspects of living in their community.' CL-CH values diversity and believes that employees with different strengths, experiences and backgrounds are all key to our success in fulfilling our vision.

The Agency is seeking a self-directed and highly motivated professional to work alongside a dedicated team that cares, grows, and wins together. The contract position of Office Manager, commencing in January 2024, will work 40 hours per week under the direction of the Director of Human Resources and Administration. This position will have specific responsibilities relating to building maintenance and equipment, ordering supplies and periodic receptionist duties. In addition, the successful candidates will hold duties specific to supporting the Executive Director; including, preparing correspondence, agendas and minutes, scheduling, and set-up of meeting rooms, managing special projects, promotional materials, newsletters, manuals, compiling statistical data, maintenance of personnel files as well as working with other confidential information and resources.

Requirements:

- Minimum of a two year Community College Diploma and 5 - 7 years' experience in a computerized environment as an Office Manager/Administrator;
- Must be a motivated, highly organized professional, with strong written and verbal communication skills;
- Strong attention to detail, excellent analytical and problem solving skills;
- Excellent working knowledge of Microsoft Office suite;
- Ability to adapt and prioritize to changing situations and adhere to strict deadlines;
- Experience working in a highly confidential environment;
- Ability to work independently, as well as part of a team;
- committed belief in the Agency's Vision; "people live in dignity and share in all aspects of living in their community."
- Knowledge of the Occupational Health and Safety Act and experience with developmental services would be an asset;
- Valid First Aid and CPR certificate, valid Class "G" Ontario Driver's License, proof of \$2 million dollars third party liability insurance and use of a reliable vehicle

Written cover letters and applications to be received by 4:00 p.m. November 30, 2023; addressed to:

**Human Resources
Community Living-Central Huron
267 Suncoast Dr. E, P.O. Box 527
Goderich, ON N7A 4C7
Fax: 519-524-1511
Email: hr@clch.ca**

CL-CH is an equal opportunity employer and a Safe Space organization that embraces diversity, whether it be disability, age, ethnicity, colour, religion, language, gender, gender identity, sexual orientation, nation origin and all other differences that makes everyone unique.