

Office Manager

Human Resource Services

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

DUTIES

Human Resource Services is looking for a dynamic leader to support the administrative processes and procedures in a fast paced office environment. The Office Manager is responsible for creating, reviewing, coordinating and innovating processes for a complex operation that is responsible for the delivery of all human resource services. The incumbent is responsible for the orderly flow, control and processing of human resource information working regularly with sensitive and/or confidential information, responsible for the day to day human resource office operations, including logistics, and coordination of the competition and labour relations processes.

REQUIRED QUALIFICATIONS

- Post-Secondary Certificate in Business, Administration or Management. An equivalent combination of education and experience may be considered
- Excellent organizational and time management skills with the ability to work with vast amounts of information and meet deadlines while working under pressure
- Demonstrated ability to provide elevated level of customer service and in developing and maintaining relationships with internal and external stakeholders based on clear communication, trust, respect and appreciation for others' needs and perspectives
- Excellent leadership skills with experience developing an administrative team in a large office environment
- Experience in the preparation, forecasting and monitoring of budget expenditures
- Effective conflict resolution, analytical and problem solving skills
- Excellent interpersonal communication skills
- Excellent written and verbal communication skills
- Proven ability to analyze and innovate administrative processes to improve overall efficiency and effectiveness to meet customers needs
- Extensive experience with Microsoft Word/Outlook/Excel/PowerPoint and other business applications
- Demonstrated ability to initiate and lead projects through to completion
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Incumbent must provide a current and satisfactory Criminal Records Check

COMPETITION NUMBER

2019-211

CLOSING DATE

September 19, 2019

SALARY

\$49,439 - 64,248 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

APPLY BY EMAIL TO

humanresources@rrc.ca

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation, and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

We seek diversity in our workplace, Aboriginal persons, women, visible minorities, and individuals with disabilities are encouraged to apply.



We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit rrc.ca/hr

2055 Notre Dame Ave., Winnipeg, Manitoba R3H0J9

