

Office Manager

Winkler Campus

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.

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

DUTIES

The Office Manager plays a key role in ensuring the efficient functioning of the administrative operation of the RRC Winkler Campus and will report to the Regional Campus Manager.

The Office Manager will supervise the activities of administrative staff, managing the schedule and workloads, and providing guidance in enrolment services functions such as student information systems, program admission requirements, student registration, tuition payment and invoicing processes. The Office Manager will assist with financial administration tasks (payroll, Invoices, etc.), reporting and monitoring of operating expenses, manage purchases and contribute to the Academic, Research and Strategic plan for the College and Winkler Campus. The office manager will assist in the creation of the instruction schedules for the full-time programs, the administration of the employment agreements for instructors, and the scheduling of Continuing Education courses. The Office Manager will be responsible for the facility security (keys, codes), safety and emergency incident reports, management of office assets maintenance and repair (furniture, minor repairs, etc.) and assist staff with technology troubleshooting.

REQUIRED QUALIFICATIONS

- Post-secondary diploma in Business, Administration, or Management. An equivalent combination of relevant education, training and experience will be considered.
- Experience in general office management and administrative operations
- Supervisory experience in a diverse work environment
- Extensive Customer Service experience
- Experience with the Microsoft Office suite (Word, Excel, PowerPoint, Outlook)
- Experience working independently, including taking initiative and making on the spot decisions
- Experience working as part of a team, including collaboration and providing supports
- Ability to multi-task, work under pressure and meet deadlines in an organized manner
- Effective analytical and problem-solving skills
- Effective conflict resolution skills
- Effective oral communication skills, including giving presentations
- Effective written communication skills, including reports and correspondence
- Excellent leadership skills
- Excellent interpersonal skills
- Knowledge of FIPPA and PHIA
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Experience with the student enrolment service function at the post-secondary level
- Experience supervising in a unionized environment

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
- This position may be required to travel

COMPETITION NUMBER

2021-052

CLOSING DATE

May 5, 2021

SALARY

\$52,465 - \$71,851 per annum

POSITION LOCATION

Winkler Campus
(120km outside of 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.

At Red River College we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. The College seeks to increase diversity among its community members and welcomes applications from women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.



Red River College is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr