

Job Description

Office & Project Support Manager

Reporting to the Controller, this position is responsible for coordinating the activities of the Kitsaki Vegetation Services Limited Partnership (KVSLP) La Ronge office and ensuring effective administration of KVSLP ongoing projects and jobs. This position is located in La Ronge, SK.

Responsibilities & Nature of Work:

- Responsible for supporting administrative needs of the La Ronge office & field workers
- Manages flight & hotel booking for field staff shift workers who live out of province
- Must be comfortable working in a fast past environment where continuous change and improvement is the norm
- Assist in invoicing process including reviewing incoming paperwork from the field crews and following up promptly to ensure completeness of records according to standards for the preparation of accurate customer invoicing. Exercises sound judgment and discretion when following up with matters in question for invoice compilation.
- Manage orientation for all new hires including hire on documents, company orientation, supplies and IT equipment for field staff including troubleshooting, replacement of items when required
- Supports the Controller directly on a variety of office management assignments.
- Leads the Project Administrator with project reporting duties.
- Lead and support a team of administrative support staff to ensure all office supplies are stocked, meetings are planned, and office is kept running smoothly
- Responsible for continually expanding and updating professional knowledge and skills in order to enhance individual and team innovation and productivity
- Support the administration team on a periodic basis for vacation relief, as directed by the Controller.
- Assist with HR administration to support recruitment and maintaining employee training records in order to organize field staff attending training courses
- Uses computer word processing, spreadsheet, and database software to prepare reports, memos, and documents.
- Analyzes and prepares reports for senior management as requested.
- Assists in drafting policies and procedures, as requested by the management team.
- Perform other related duties as required.

Competencies:

- **Behave Ethically:** Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and align with the values of the organization.
- **Detailed Orientated:** Must be able to take incoming information and carefully enter the number and data correctly into appropriate fields.
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization. Must be able to talk to crew members to obtain missing/needed invoicing information, while demonstrating respect for others.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organization:** Ability to work independently with minimal supervision; set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities, attention to detail is important.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather, process and analyze relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Requirements:

- Minimum 3 years of experience in an office manager or project administrator role;
- Post-secondary education in office administration and/or project administration;
- Prior experience with data entry in a computerized software system is required;
- Current valid SK driver's license with the ability to work from the La Ronge office and drive to Saskatoon periodically for meetings and coverage, as needed (meals & accommodation allowance provided);
- Demonstrates a high attention to detail and ability to analyze and interpret data;
- Works well as part of a team as well as an independent contributor.
- Demonstrates reliability, dependability and flexibility.