

## Office Manager

**Office location: 10 Carnforth Road, Toronto.**

***Are you interested in joining our team in this exciting and re-energized adventure providing people with access to God's Word?*** The Canadian Bible Society (CBS) is looking for a dedicated full-time, Office Manager who has experience with Human Resources. This individual will work directly with the Vice President of Human Resources on the following projects.

### **Key Responsibilities:**

- **Human Resources (30%)**
  - Work with the VP to maintain a new HRIS (Human Resources Information System);
  - Assist with the coordination of items such as employee years of service awards, new hire orientation process;
  - Work on recruitment related tasks such as posting positions online and coordinating interviews;
  - Track and update staff training system;
  - Create new training content for employees;
  - Update and organize online shared folders;
  - Assist with meeting set-up and event planning;
  - Complete health and safety related projects and tasks including workplace inspections and participating in committee meetings;
  - Other HR related projects as assigned.
  
- **Office Services (70%)**
  - Oversee office renovations and related projects to ensure timely completion to specifications;
  - Providing occasional back-up Receptionist and administrative relief as required;
  - Overseeing the efficient inventory, purchasing, maintenance and administration of office supplies including office furniture and first aid supplies as required.
  - Managing the contracts, maintenance and administration of photocopying /scanning equipment and other office equipment;
  - Overseeing the contracting, maintenance and administration of keys, passcards, security and alarm system;
  - Overseeing the contracting, maintenance and administration of office cleaning services;
  - Communicating and coordinating with various other external stakeholders such as vendors to ensure efficiency and effectiveness in service;
  - Reviewing costs and service level associated with vendors related to office service to ensure organizational value and efficiency.
  - Social Committee Leader coordinating events such as Christmas party as needed;
  - Overseeing the purchasing of organizational travel and/or vendors ensuring cost efficiency;
  - Managing the storage and maintenance of electronic documents related to all office services events and information such as social events; office maintenance, vendor contacts etc;
  - Managing office reconfigurations and /or desk allocation for staff and volunteers;
  - Assist regional location as needed with their office maintenance

## Requirements:

- Three or more years of demonstrated successful human resources experience;
- College or university certificate in business, human resources or similar preferred;
- CHRP (Certified Human Resources Professional) or working towards a CHRP designation preferred;
- Strong experience with MS Office;
- Strong experience managing office related projects
- Self-motivated, self-starter, proactive, flexible and determined;
- Personable, pleasant to spend time with and likes to work with a variety of people;
- Excellent communicator in English (written and verbal), French is an advantage;
- Open to feedback, willingness to learn and be humble;
- High degree of personal accountability, sets and works to achieve plans with agreed upon metrics;
- Effective team player, seeks understanding, respect, and collaborative relations;
- Strong organizational skills, attention to detail, ability to multi-task under pressure;
- Maintains a high-level of confidentiality and discretion;
- Flexible and reliable with an ability to start work at 8am if there are meetings or events taking place;
- Lives within a reasonable commuting distance to the Toronto Office (10 Carnforth Road, North York).
- Willing to work from the office location four days a week with flexibility to work one day per week from home.

## What does the Canadian Bible Society Do?

We are an interdenominational organization partnering with individuals, churches, and religious organizations who similarly believe that God's Word changes hearts and lives. Whether in support of Canada's latest incoming refugees or those affected by human trafficking in partnering countries, we continue to proudly contribute to the spiritual development of the people we reach, both in Canada and overseas. As we celebrate 110 years of ministry in Canada and abroad, the Canadian Bible Society (CBS), is uniquely poised to fulfill its mission to translate, publish, distribute, and encourage engagement with the Christian Scriptures.

## To Apply:

Please forward your CV along with a cover letter detailing your interest in this position and the Canadian Bible Society, to [humanresources@biblesociety.ca](mailto:humanresources@biblesociety.ca) by October 31st 2024.

Qualified candidates must be able to demonstrate a commitment to the core values and mission of the CBS. All offers of employment will be conditional upon the successful completion of reference checks, credit check and Police background check.