



Chalmers Community Centre
480 Chalmers Ave
Winnipeg, MB

Internal: Office Manager Job Posting

Chalmers Community Centre is looking for an enthusiastic, community minded, well-organized office manager to assist with the operations of the community centre. As the office manager, you will organize and manage the day-to-day duties to ensure the community centre runs effectively and efficiently. The office manager is responsible for administrative procedures, scheduling staff, coordinate rentals, canteen operations, assist with inventory control, assist with accounting as needed, and attend Steering Committee Meetings.

This is a full-time position, maximum 30-hours per week, occasional weekends and evenings may be required. Reporting to the board of directors for the community centre, you will work closely with the Community Centre Facility Manager.

Your duties include:

Administration:

- Customer service
- Organize day-to-day office operations
- Organize office materials
- Programming & hall rentals
- Reviews and approves invoices
- Input and manage data/reports
- Coordinate HR staffing, hiring, schedules and ensure payroll is submitted
- Prepare grant applications and approve with board of directors
- Canteen coordination and training
- Communications: reader board, website newsletters
- Attend meetings as required

Requirements:

- Excellent customer service skills
- Proven office management, administrative or assistant experience
- Attention to detail and strong problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills
- Proficient in Microsoft Office
- Must have a valid drivers license

This position works with all members of the community as such is subject to a

- Child Abuse Registry Check & Criminal Record Check the costs of which are covered by the Community Centre.

Compensation: \$22 - \$25 per hour, based on experience, free parking

Please submit a cover letter and resume to office@gcwcc.mb.ca

Deadline for internal applications is August 30, 2024