



PT Office Manager - Maternity Leave

We need help

Compass is a group of a dozen or so high-achieving, somewhat-geeky and mostly-friendly consultant types who hang out together in a cool Yaletown office. We spend our time up to our eyeballs doing our thing (a kind of environmental consulting), while our Office Manager ensures the other stuff runs like a well-oiled machine (no small feat!). We have come to rely on her big-picture thinking, problem solving, multi-tasking, just-get-it-done attitude. And now she's about to leave us to have a baby! Oh boy...

Generally we're looking for...

Basically, we need someone capable of taking charge of the office while she is gone.

Someone with boundless energy and a spark, with the ability to undertake a range of seemingly unrelated tasks - from making sure we don't run out of coffee to managing and streamlining our entire business operations.

Beyond keeping the wheels on, we're looking for someone who makes us stronger in our work too. Supporting with responses to Requests for Proposals (RFPs). Helping with invoices, tracking budgets, as well as Accounts Payable and Receivables (and experience with bookkeepers would be an added bonus). Maybe even the odd bit of client work, which could involve a variety of tasks.

This is a part time position of about 20 to 24 hours per week for a 12 month term starting on April 2, 2012. We're a growing company, so who knows what might happen after that!

We're offering...

We're willing to pay a competitive rate that reflects qualifications and experience. We have a benefits package with this position that we can discuss further at interview.

Perhaps more importantly for some, we understand that our ideal candidate may not be able to work typical office hours. Though we do want someone to be in the office most of the time, we're flexible on days of week and hours of day. And there may be opportunities for some tasks to be undertaken from your home.

OK, to the more formal stuff:

Job Description

The Office Manager is responsible for organizing and coordinating overall office operations and procedures, for supporting the financial end of the company (including managing the invoicing system and tracking some project budgets), and for supporting administration and support of individual projects as required, to ensure organizational effectiveness and efficiency.



Job Responsibilities

The amount of time performing the tasks summarized below will vary on a month to month basis.

General Office Management (about 25%)

- Managing workspace logistics (which may include liaising with property managers, negotiating new lease space)
- General reception activities when on site (receive and coordinate couriers, visitors, etc.)
- Mail collection and distribution (incoming and outgoing)
- Fax receiving and sending (yes, we know, we know)
- Filing and record keeping / storage
- Checking inventory of office supplies, buying and organizing office supplies as required
- Managing suppliers (phones, water, recycling, landlord, etc.)
- Meeting support (buying food, preparing tea and coffee, etc.)
- Coordinating office cleaning and maintenance tasks
- Obtaining and distributing keys and keycards for building access
- Developing office procedures and policies as required
- Maintaining office equipment
- Liaising with other agencies, organizations and groups

General Company Administration (about 60%)

- Developing and maintaining templates (directly or manage suppliers) for reports, proposals, resumes, invoices, letters, and timesheets
- Basic maintenance of website
- Administration of Google Apps (Email and Calendar system)
- Administration of Box (document storage and archiving system)
- Maintenance of contact lists
- Development and maintenance of office Operations Manual
- Staff on-boarding and training
- Coordination of insurance certificates and basic company filings
- Maintenance of company memberships and donations
- Support with billing/invoicing, timesheets and month end close out
- A/R and A/P management
- Special projects (e.g., new supplier strategies, procedural manuals, etc.)

Business Development (about 15%)

- Tracking RFP websites and other sources of project work (opportunities, updates to requirements for active bids)
- Supporting proposal writing (incorporate basic information and resumes, layout, production and distribution)



Next Steps...

If you are interested in applying for this position, which we hope to have filled for an April 2, 2012 start, please send your resume and a cover letter by March 3, 2012 to:

Rachel Flood
rflood@compassrm.com
Compass Resource Management
Suite 200, 1260 Hamilton Street
Vancouver, BC
www.compassrm.com

Please note

We are also circulating a posting for a Part-Time Project Administrator position. The posting can be found on our website <http://www.compassrm.com/news/news22.php>. If you are interested in applying for both roles as one full time position we encourage you to do so.

At the end of the 1yr Maternity leave for the Office Manager position the successful candidate for a combined Office Manager and Project Administrator could transition into a part-time or potentially full-time Project Administration position.