

We are growing! The newly created position Manager, Administration will manage the Foundation organization administration and provide professional administrative support the President & CEO/Leadership. Key to this position is the development and maintenance of optimal office administrative systems required to support effective Foundation operations. This includes administrative support related to Human Resources and Board.

How you will be successful as the Manager, Administration:

Organizational Administration

- Responsible for human resource administration including coordinating employee onboarding, orientations & terminations, timekeeping/vacation administration, etc.;
- Leads and regularly evaluates administrative policies, processes and procedures, recommending improvements as appropriate to support operational excellence;
- Maintains and organizes the filing of corporate records, policies and procedures, both electronic and paper;
- Handles office management including purchasing and management of office supplies, document storage and archiving of records, office maintenance, security, and parking registration. Reviews all office management contracts prior to approval by President & CEO.
- Liaises with office vendors including Vancouver Coastal Health-Richmond on facility issues as well as office equipment management and leases;
- Administers organizational and individual memberships and subscriptions including renewals, changes, inquiries and new accounts;
- Handles information technology maintenance/requests and manages user issues;
- Coordinate staff office layout, location and/or relocation – including furniture, equipment, supplies, space layout, logistics and moves;
- Prepares responses to routine public inquiries and redirects correspondence for appropriate handling; and
- Manages the office petty cash fund.

Executive and Board Administration

- Provides overall administrative support for President & CEO, including calendar coordination, scheduling meetings and events as required, completing expense reports, making travel arrangements, handling calls when President is out of the office, and editing/distributing reports, presentations and correspondence.

- As required, organizes meetings, conferences, and appointments, ensuring agendas and advance materials are circulated;
- Attends meetings as required, takes notes and follows up on action items to ensure completion to meet organizational deadlines and priorities;
- Handles Board administration including board packages, filing of minutes, Board website updates, communication of Board meetings, and booking and communication of meeting venues;
- Compiles and delivers Board/Committee meeting material and as required, follows up to confirm participation;
- Attends Board and Committee meetings and takes accurate minutes as required; and
- Tracks Board meeting attendance and participation on Board Committees.

Additional Support

- Attends, volunteers and participates in Foundation events as required.
- Other administrative related responsibilities

As the ideal candidate:

- You have 5 to 7 years' progressive experience as an administrative professional;
- You hold a Bachelor's degree or Diploma in Business Administration;
- You preferably have experience in Board of Directors administration support;
- You are technically savvy, with an advanced level knowledge of Microsoft Office Suite (particularly in Excel);
- You are detail-oriented with the ability to flag critical issues/concerns;
- You have a proven ability to multi-task, organize, prioritize and meet multiple deadlines;
- You have a demonstrated ability to build positive relationships with a variety of people, including co-workers, board members, donors, volunteers, hospital staff and general public;
- You excel working both autonomously and as a team contributor in a fast-paced environment;
- You have a highly developed ability to communicate effectively, both orally and in writing;
- You are mature and professional, able to maintain a high level of tact and confidentiality;
- You are willing and able to work occasional evenings for events and Board related matters; and
- You may have experience with Lean office certification; this is considered an asset.

Why you should work for Richmond Hospital Foundation:

- Richmond Hospital Foundation is a recent proud recipient of the Canadian Nonprofit Employer of Choice Award.
- We are a talented and committed team in the not-for-profit sector.
- We offer competitive compensation and benefits.
- We invest in our people through actively supporting their learning and development.

- We are passionate about our values and we live them daily: Inspire Joyful Giving, Create Philanthropic Impact, Exemplify Integrity, Celebrate Diversity, Optimize Teamwork, Demonstrate Committed Leadership.
- We are conveniently located a short 10-minute walk to the Canada Line and Richmond Centre.

About Us:

Our mission is to be the catalyst for donors to help fulfil the needs of our community and drive forward positive, transformational changes to local health care right here in Richmond.

How to Apply:

If you match the ideal candidate description and are interested in this position, please apply by February 8, 2019. Please let us know if you were referred to the position by one of our employees, donors, or Board members.

We sincerely thank all applicants for their interest in working with the Richmond Hospital Foundation. We will contact only those being considered for the position.