

JOB POSTING DETAILS

Employer	1138969 Ontario Inc. (Springer Aerospace) (Springer Aerospace)	Job Type	RI
Job Title	Office Manager	Duration	Full Time
Job ID	11842	Location	Echo Bay
Date Posted	December 1, 2021	Closing Date	December 10, 2021

Job Overview - Description & Duties

Salary Range: \$39,520.00 - \$54,080.00

Anticipated Start Date: ASAP

Position Status: Full Time Permanent

Application Deadline: Friday, December 10, 2021

POSITION SUMMARY:

The Office Manager will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency, and safety. The Office Manager is responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control, office staff supervision, and task delegation.

DUTIES AND RESPONSIBILITIES:

- Oversee and support all administrative duties in the office and ensure that the office is operating smoothly
- Manage office supplies inventory and place orders as necessary
- Perform receptionist duties; greet visitors, and answer direct phone calls
- Receive and sort incoming mail and deliveries, and manage outgoing mail
- Develop office policies and procedures, and ensure they are implemented appropriately
- Assist with office layout planning and office moves, and managing and maintaining IT infrastructures
- Manage office budget
- Identify opportunities for process and office management improvements, and design and implement new systems
- Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research, and creating reports
- Other duties as assigned

SUPERVISION:

This position will supervise office staff

WORKING CONDITIONS:

- Office environment with occasional periods spent in the operation buildings
- Extended periods of sitting and visual concentration
- There will be times when this position is exposed to high levels of tension and conflict when dealing with clients and peers
- Stress from multiple demands, prone to interruptions and time sensitive matters
- Bending, climbing, stooping, lifting

Required Skills

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in business administration or similar field
- 2-5 years of experience in administration/office management role

Other Requirements

CONDITIONS OF EMPLOYMENT

- Must be able to lift 50lbs
- Favorable CPIC upon hire
- Travel may be required
- Valid Driver's License

How to Apply

Please send your cover letter and resume to HR@springeraerospace.com, subject line should include your name and the position you are applying for. Only those selected for an interview will be contacted.

Springer Aerospace is an equal opportunity employer. If you should require accommodations please contact human resources at HR@springeraerospace.com or call 705-248-2158