

**Position:** Office Manager  
**Reports To:** Director, Finance & Corporate Administration  
**Contract Type:** Indefinite, Full Time

*The Chartered Professional Accountants of British Columbia (CPABC) is seeking a detail oriented, collaborative and results-driven individual for the position of Office Manager. We are proud and honoured to have been recognized as one of BC's Top Employers for a fourth consecutive year in 2023. Come join a collaborative network of like-minded professionals and take the first step towards an exciting opportunity by applying to the position.*

### **Job Summary**

The Office Manager is responsible for planning and coordinating the day-to-day operations of the Corporate Administration department with a focus on efficiency, time management and service excellence to meet the needs of both the internal business groups and external stakeholders who visit the CPABC premises, physically and virtually. The Office Manager will be responsible for the development, training and coaching of a small Corporate Administration team. The Office Manager is also responsible for developing office procedures and streamlining intra-office communication protocols, liaising with building management to ensure a safe, healthy and happy workplace.

### **Key Responsibilities:**

- Develop, implement and maintain office policies by establishing standard operating procedures, measuring results against standards, and making adjustments when needed;
- Ensure that the health & safety policies and practices are implemented and are up to date (e.g. first aid, building security system, COVID-19 provincial requirements);
- Manage space planning, including all office seating assignments and any related software procurement and management;
- Oversee vendor management and monitor the quality of external service providers (cleaning, caterers, couriers, office suppliers), and resolve issues as required;
- Serve as co-chair of the Joint Occupational Health & Safety Committee (JOHS);
- Manage, train, coach and mentor the Corporate Administration team;
- Complete annual performance reviews for all direct reports;
- Ensure overall team success by setting and meeting annual goals and achievements;
- Oversee facilities including RFP's and negotiating vendor bids, contracts and pricing;
- Plan, monitor and complete project initiatives, on time and on budget, preparing written progress reports and associated correspondence as required;
- Actively participate in the Social Committee and support organization-wide activities by helping coordinate events;
- Liaise with internal stakeholders to ensure service level expectations and stakeholder needs are met;
- Maintain and update the annual operating and capital budget, anticipating expenditures and identifying variances, while addressing issues with the Director, Finance and Corporate Administration;
- Plan and coordinate staff moves and meeting room set-ups;
- Procure office furniture, stationery and kitchen supplies;
- Hands-on assistance with Reception and meeting room setups as required;
- Other duties and responsibilities which may be assigned from time to time.

### **Key Requirements:**

- Post-secondary qualification, or equivalent experience;
- Three (3) plus years experience working in an Office Manager, Office Supervisor, or similar role;
- Customer-centric approach with a strong track record of identifying and implementing administrative process improvements;



- Highly collaborative and team focused, with the ability to step in and provide back-up support for meeting room setup and reception, as required;
- Prior experience managing vendor relationships;
- Experience coordinating work and event schedules;
- Strong ability to coach and motivate others to achieve high performance
- Intermediate proficiency with MS Office, including Word, PowerPoint, Excel and SharePoint;
- Ability to work collaboratively as a key member of a team and independently with minimum supervision;
- Excellent interpersonal, communication and presentation skills, both verbally and written;
- Meticulous attention to detail, refined organizational and time management skills;
- Proven ability to prioritize competing requirements and deadlines under pressure.

If this job outline describes you, please email your **résumé** and **cover letter** to [HRCPABC@bccpa.ca](mailto:HRCPABC@bccpa.ca). This posting will remain open until filled.

We thank all candidates who respond; however, only those selected for an interview will be contacted.

**Why join our team?** CPABC offers an entrepreneurial environment with a competitive compensation package. At CPABC we live our core values:

- *We Are Open*
- *We Work Together*
- *We Communicate*
- *We Improve Every Day*
- *We Are Professional*
- *We Laugh and Celebrate*

#### **About CPABC**

*The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for over 39,000 CPA members and 6,000 CPA students and candidates. CPABC carries out its primary mission to protect the public by enforcing the highest professional and ethical standards and contributing to the advancement of public policy. CPAs are recognized internationally for bringing superior financial expertise, strategic thinking, business insight, and leadership to organizations. CPABC is proud to have been presented with a fourth consecutive BC Top Employer award in 2023.*