

## JOB DESCRIPTION

### **GENERAL OFFICE MANAGER**

SUPPORT SERVICES DIVISION

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

#### **FUNCTION:**

1. Coordinates all functions of the General Office.
2. Oversees the UVSS Building Attendants and Cash Clerks.
3. Carries out the cash functions for all Society operations in the absence of a regular cash clerk.

#### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports and is responsible to the Executive Director

#### **ORGANIZATIONAL BACKGROUND:**

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

#### **DUTIES:**

1. Performs office administration duties for the Excluded Managers.
2. Assists in and recommends in the hiring process of student office staff, Building Attendants, and Cash Clerks.
3. Provides supervision and training of all office student staff, UVSS Building Attendants, and Cash Clerks.
4. Responsible for notifying Management of any reasonable breaches to policies and/or procedures in the workplace.
5. Coordinates the day-to-day financial and administrative operation of the General Office.
6. Takes, transcribes, and distributes minutes of standing and special purpose committees as required by the Society.
7. Coordinates coin orders for the various operations.
8. Maintains office and clerical supplies and associated inventory records.
9. Coordinates and submits payroll for work-study employees.
10. Supervises and coordinates non-paid room bookings and rentals for the Society.
11. Maintains the Society's seniority list.
12. Assists the coordination of building operations and acts as the liaison with relevant UVic departments.
13. Ensures that all policies and procedures of the Society and the Collective Agreement are adhered to as they pertain to the General Office.
14. Carries out the cash functions for all Society operations in the absence of a regular cash clerk.
15. Other related duties as assigned by the Excluded Managers.

#### **QUALIFICATIONS:**

1. Office Administration training with a minimum two years experience in a busy office environment.
2. Staff supervision experience required.
3. Good word processing, database, data entry, and email skills.
4. Familiarity with Microsoft Office
5. Ability to type fifty [50] words per minute.

6. Familiarity with Windows and Mac based computer systems.
7. Experience handling large sums of cash.
8. Good organizational skills.
9. Ability to work independently with little supervision
10. Dedication to a high level of customer service.
11. Ability to be flexible under stress and to deal with difficult people.
12. Ability to take minutes.
13. Demonstrated ability to interpret complicated policies and procedures.

This is a replacement job filled by a full-time employee, and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.