



**OFFICE MANAGER
FULL TIME, PERMANENT
BEDFORD NS/REMOTE**

A subsidiary of Health Association Nova Scotia, Igility provides services to drive business efficiency. Through our financial advisory services, executive search services, safe patient handling solutions, business advisory services, we help organizations streamline their processes, so they can focus on their core purpose and focus on what matters most.

Position Scope:

Reporting to the CEO, The Office Manager is responsible for a wide variety of high-quality administrative, and coordination duties in support of the Igility business unit. The Office Manager will organize and coordinate office administration and procedures ensuring organizational effectiveness and efficiency. The Office Manager is responsible for streamlining administrative processes, managing databases, maintaining project documentation, inventory control, controlling schedules, booking transport, creating and submitting plans and reports, communicating projects progress to team members and other stakeholders.

To be successful in this role you should be proactive, communicate effectively, meet deadlines and function in a well-organized and timely manner. You will be an energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of administrative support related tasks and able to work independently with little supervision. You will have proven administrative experience. Knowledge of office management responsibilities, systems and procedures. Excellent time management skills and ability to multi-task and prioritise work. Attention to detail and problem-solving skills.

This role is focused on a number of areas including:

- Preparing reports, correspondence, and proposals in collaboration with other team members.
- Supporting research, information gathering and database updates as part of business development within igility.
- Initiating orders with vendors and ensure follow-up on deliveries and scheduling.
- Database development on special projects.
- Inventory management.
- Project coordination and scheduling.
- Flexibility to adapt to other administrative duties within emerging special projects

Qualifications:

- A bachelor's degree or equivalent. Related degrees include business administration or marketing.
- Five years of experience in office administration.
- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.

Critical Skills & Attributes:

- Reliability
- Adaptability
- Communication, negotiation, and relationship-building skills
- Organisational skills
- IT skills
- Decision making skills
- Problem solving skills
- Leadership and the ability to 'make things happen'

What We Offer:

Competitive compensation package & comprehensive benefit program.

Application Process & Deadline:

This posting will remain open until September 30th 2022.

Qualified applicants are invited to submit their resume and covering letter in confidence to Health Association Nova Scotia by email: careers@healthassociation.ns.ca.

Igility/Health Association Nova Scotia is an organization that supports a diverse workplace. We welcome people from all ethnicities, genders, sexual orientations, age, religion, physical and mental abilities, family status, and political belief and affiliation.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

