



Benchmark Title	Administration Manager
Job Summary	<p>Supports the Executive Director(s) in implementing the organization's strategic plan to meet annual goals and objectives. This position ensures efficient, professional operation of the administration office by performing a wide variety of administrative, secretarial and financial support duties. Working with minimal direction and using a high level of senior secretarial and administrative skill, technical knowledge, works independently within established agency policies and procedures.</p> <ul style="list-style-type: none"> Administration manager reports to the Executive Director(s)
Key Duties and Responsibilities: <ol style="list-style-type: none"> 1) Acts as a contact and liaison for those in communication with EDs by performing duties such as liaising with internal and external contacts on behalf of the executive; preparing meeting agendas and meeting minutes; arranging meetings 2) Post and screen job applications. Participate in selection and screening of potential new hires. 3) Organize and track projects and files handled by the EDs. Create and maintain databases and tracking systems. Anticipates the EDs needs and creates solutions, maintains a "bring forward" system for the ED's 4) Oversees the operation of the administration office which includes ordering of supplies, housekeeping 5) Collects, researches, organizes and summarizes data for various reports including CARF required outcomes and compliance reports. 6) Reviews IOCC policy and procedures. Recommends revisions in accordance with CARF standards. Once approved makes revisions and ensures distribution and updates are made. 7) Maintains and updates employee files and data base information 8) Works with Program Managers to ensure conditions of employment are maintained 9) Files all necessary documents 10) Organize training opportunities 11) Acts as a receptionist- answer phones, schedules appointments, performs mail duties, operates administration petty cash 12) All other duties as required 	
Qualifications	<p>Education and Knowledge</p> <ul style="list-style-type: none"> Completion of Office Administration Diploma or discipline relevant to IOCC requirements Familiar with CARD standards Familiar with Community Care Licensing Regulations Familiar with SHSS standards and regulations. Familiar with Ministry of Children and Families Standards for children in care <p>Training and Experience</p> <ul style="list-style-type: none"> Minimum of two years general office experience. Or equivalent combination of education, training and experience.
Wage	\$28.00/hr plus benefits
Hours	Monday- Friday 8am-4pm

Job Start Date	August 6, 2025
How To Apply:	Email resume to <u>Leree.s@insideoutcarecorp.com</u> OR <u>Trina.l@insideoutcarecorp.com</u>