
Corporate Office
358 King Street, Suite 302
Fredericton, NB
E3B 1E3
506 455 0285



Bureau Corporatif
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Office Manager

We are currently seeking an **Office Manager to join our team in Moncton, N.B.**

VIVA Therapeutic Services (formerly Autism Intervention Services) was founded by Danielle Pelletier in 2005, to provide preschool aged children with autism spectrum disorder and their families with high quality, evidence-based services. At VIVA, our programs are dedicated to providing quality intervention and making every teaching moment count. As a result of our programs' success, we have gained our government's confidence in our contracted services and currently serve over 500 families across the province of New Brunswick.

Our Team:

At VIVA we value teamwork, integrity, quality, dignity, diversity and joy! To be more specific, we love what we do! We focus on solutions and celebrate each child's learning. We work together as a close team; we care about each other and support one another to reach our personal and professional goals. We do the right thing for the well-being of our clients... being honest, accountable, and showing up every day! We seek open feedback, stay current with the research, and continuously strive to offer excellence in our programs. We respect individuality in all children and understand they have unique needs. We aim to learn more about each other, and to act with compassion and kindness.

We Offer:

- Competitive salary
- Group medical and dental insurance
- Life and long-term disability insurance
- Vacation and sick time

Sound like you?

If you are a highly organized and professional administrator looking to be a key part of an organization dedicated to employee satisfaction and client success, we are looking for you. Help us make a positive impact by supporting our teams who work with preschool children with autism spectrum disorder.

Position Summary:

The Office Manager's role is to keep the office running smoothly by providing professional front office, phone and email reception, payroll related administration and coordination of other office management tasks necessary for keeping the office running smoothly. The hours of work for this position are Monday – Friday, 7:30am – 4:00pm.

Accountabilities include, but are not limited to:

- Phone & reception duties, including communicate cancellations with staff and families and coordinate follow ups
- Provide general administrative support to clinical team
- Create systems for organizing and tracking materials and assets

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- Payroll administration and auditing using online scheduling platform
 - Coordinate facility cleaning & maintenance as needed
 - Record of cancellations using Practice Perfect (online scheduling software)
 - General data entry and record maintenance
 - Order and maintain office supplies
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- Following the company's policies and procedures; living our core values
 - Communicating respectfully and professionally with families, community partners and colleagues
 - Being receptive to feedback and implementing suggestions

Qualifications and Requirements:

The ideal candidate will have:

- Post-secondary or community college education, with 2+ years of administrative experience
- Bilingualism is a requirement; oral and written communication skills in both official languages (English and French)
- High level of professionalism and confidentiality
- Strong knowledge and experience with Microsoft Office Suite and comfortable with technology
- Strong attention to detail, organizational skills, and ability to multitask
- Strong interpersonal skills and ability to be flexible
- Ability to take initiative and work independently, and as part of a team
- Customer-service orientation
- Be willing to complete a criminal record check, vulnerable sector check and Social Development prior contact check within the past five years
- Valid Driver's license and access to a vehicle as travel may occasionally be required
- Experience in a fast-paced office environment

Interested applicants are invited to send a cover letter and resume to: julia.leblanc@vivanb.ca

We thank all applicants for your interest.