



## **Job Description:**

### **Office Manager**

We are currently seeking an **Office Manager to join our team in Saint John, NB.**

### **Position Summary:**

Reporting to the Provincial Director Operations, the Office Manager oversees daily office operations, manages scheduling communications, and supports clients, caregivers, and staff through reception and administrative services.

**Hours:** Monday–Friday, 7:00 a.m. – 4:00 p.m.

### **The ideal candidate will:**

- Follow the company’s policies and procedures, living our core values
- Communicate respectfully and professionally with families, community partners and colleagues
- Demonstrate willingness and openness to learning. Are receptive to feedback and implementing suggestions
- Be highly organized, professional and are dedicated to making a positive impact by supporting our teams who work with preschool children with autism spectrum disorder

### **Accountabilities include, but are not limited to:**

- Open the office in the mornings to ensure readiness for daily operations
- Answering and directing incoming phone calls; return calls as needed. Directing inquiries to the appropriate person as needed
- Greeting employees and visitors, providing them with assistance or information as needed
- Managing employee and learner cancelations and reporting schedule changes to employees, caregivers, and Early Learning Centers
- Using our scheduling software to update and maintain frontline employee and learner schedules
- Communicate weather closures (update phone message, VIVA Connect, radio stations and email ELCCs/caregivers)
- Attend monthly payroll meeting to stay informed of changes and updates
- Data management – maintain learner records, impacts to service, (learner and employee cancelations, schedule changes, etc.)
- Manage indirect tasks for employees on prep
- Assist with Facility, Assets and Technology Management tasks
- Order and maintain office supplies
- Post updates, reminders and general information on VIVA Connect
- Other administrative tasks as needed
- 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
- Other administrative tasks as needed

---

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



---

Siège social  
358 Rue King, Suite 302  
Fredericton, N-B  
E3B 1E3  
506 455 0285

### Qualifications and Requirements:

- Post-secondary or community college education, with 2+ years of administrative experience
- Bilingual: excellent oral and written communication skills in both official languages is an asset (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-focused demeanor with strong front-facing communication skills
- 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
- Knowledge of payroll duties is an asset

We welcome applications from qualified candidates who value professionalism, accountability, teamwork, and compassionate service. An equivalent combination of education, skills, and experience may be considered.

### We Offer:

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

For more information about our services, please visit: <https://www.vivanb.ca/>

Interested applicants are invited to send a cover letter and resume to: [jodi.rigby@vivanb.ca](mailto:jodi.rigby@vivanb.ca)