



Office Manager

Victoria, BC

The Office Manager (OM) is a key member of the Management team within the First Peoples' Cultural Council (FPCC). The OM ensures organizational effectiveness, efficiency, and safety through the streamlining of administrative procedures, and the coordination of records management, facilities, and asset management.

The OM reports directly to the CEO and provides direction and support to program management staff and is responsible for all aspects of office administration and operations including leading the organization through the transition from paper to electronic records.

The OM is expected to operate within the confines of the FPCC vision, mandate, policies, standard operating procedures, and ensure the foundational principles as outlined are incorporated into programs and policies.

If you are a dedicated and experienced business administration professional and are interested in working with a great team dedicated to revitalizing B.C.'s Indigenous languages, cultures, and arts, we look forward to hearing from you.

Who We Are:

The First Peoples' Cultural Council is a First Nations-led Crown corporation mandated to support Indigenous languages, arts, culture and heritage revitalization in British Columbia.

What We Offer:

- We value your work-life balance and family/community time
- Dental, extended health and vision care for you and your family through Canada Life.
- B.C. Public Service Pension
- Additional statutory holidays, including National Indigenous Peoples' Day and National Day for Truth and Reconciliation.
- Training and professional development opportunities to grow your career and skills
- Access to internal and external events such as the Knowledge Keepers series and the International Conference on Indigenous Languages
- Travel opportunities to conferences and community events



What You Will Do:

Administration, Finance, and Facility Management

- Support the success of FPCC by ensuring office and administration operations are organized and effective. Develop and oversee the implementation of related policies, procedures, and processes.
- Oversee records management with consistent file structures and naming conventions along with appropriate document protection, retrieval, retention, and disposal procedures in place. Ensure all employees are trained in records management.
- Prepare and monitor annual budget for the office, analyze variances, and carry out necessary corrections that may arise. Prepare forecasts as required.
- Perform review and analysis of special projects and keep management properly informed.
- Prepare operational reports and schedules to ensure efficiency. Review program financial statements and monitor projects to ensure that expenses are within budget and communicates with the CEO and/or Finance Manager to resolve concerns.
- Coordinate assignment of tasks to administrative team. Coordinate the provision of administrative support and temporary support across the organization.
- Act as point person for all aspects of facility maintenance and office operations. Identify and address maintenance, repairs, and office space management issues. Respond to unanticipated events (fire, flood etc.) and manage any remediation required.
- Track the implementation and effectiveness of facility related policies by developing related procedures, processes, and standards to guide the operation of the office.
- Ensure effective supply requisition and approval process is in place and that FPCC is getting good value for money with goods and services (includes courier, supplies, postage, lease agreements etc.)

Equipment and Asset Management

- Manage vendor selection for service providers, and office and equipment leases. Manage subsequent vendor relationships.
- In partnership with IT team, plan and execute equipment and office system procurement and installation. Maintain asset register.



As a Member of the Management Team

- Develop and maintain strong relationships with managers and staff of FPCC. Act as a resource to administrative team providing guidance, support, and coaching.
- Represent FPCC at community events, conferences and meetings as required.

What You Will Bring:

A post-secondary diploma or degree in business administration along with a minimum of 3 years' experience as office administrator. You are highly organized and detail-oriented team builder with excellent communication and interpersonal skills. You are a problem solver who thrives in a busy and fast-paced environment. An acceptable combination of equivalent education, training or experience in related fields will be considered.

Skills and Abilities That Would Help You Succeed:

- Experience with file management, including electronic file management
- Experience working with accounting systems
- Ability to build collaborative and effective working relationships
- Critical thinking and problem-solving skills
- Flexibility, adaptability, and ability to manage multiple priorities
- Ability to work independently with directional guidance
- Strong skill set with Microsoft Office: Word, Excel, and Outlook
- Experience managing a team and contractors
- Proven ability to be fiscally responsible and manage budgets as assigned
- Knowledge of, and experience working with B.C. First Nations and Indigenous communities would be an asset

Working Conditions

- Majority of work is done in office
- Travel to attend meetings, conferences, seminars occasionally on short notice
- May be required to work evenings and weekends

For more information about the First Peoples' Cultural Council, visit: www.fpcc.ca



FIRST PEOPLES'
CULTURAL COUNCIL

Please send a resume and covering letter to:

Light Your Path Capacity Building

Email: lightyourpath@telus.net

The position will remain open until filled.

Submissions from applicants with First Nations, Métis or Inuit ancestry are strongly encouraged to apply and will be given preference. Only short-listed candidates will be contacted for interview. All applications will be treated with strict confidentiality.

The First Peoples' Cultural Council is located in Brentwood Bay and is grateful to have our home in the beautiful traditional unceded territory of the W̱SÁNEĆ Nation people, in the village of W̱JOLELP.

FPCC values all employees and the communities we serve, and the health and safety of the work environment is a top priority. As a condition of employment, all employees are required to be fully vaccinated or be able to provide a medical exemption.