



Position: Office Manager

Location: Ottawa, Ontario, Canada

Commencing July 2017

Position Type & Compensation:

- Full Time - Maternity Leave (minimum 14 months with opportunity for extension)
- Annual Base Salary: \$42,000 - \$48,000 based on qualifications
- Benefits: Available

Summary: The Office Manager role is ideal for a high-energy person who displays a positive and infectious attitude. The ideal candidate enthusiastically completes all tasks, can be counted on by other team members and is intrinsically motivated to work hard. He or she focuses on proactively and continuously making things better, can problem solve, and creates efficiencies and solutions for the betterment of the ministry. As the primary support for WCC Executive Directors, the office manager is responsible for:

Daily Duties

- Primary support and point person for all GLS site registrations
- Entering bills, writing cheques, reconciling credit cards, Eventbrite and Shopify, compiling bank deposits, reconciliation of GLS Donations, Tax Receipts and other daily financial duties
- Overseeing WCC customer relations, answering phones and responding to emails
- Maintaining office and Executive Directors' calendars
- Executive Assistant to the Executive Directors
- Booking appointments for Executive Directors
- Managing Customer Relation Management database (salesforce)
- Overseeing correspondence, drafting letters and documents
- Striving for excellence and overseeing quality control
- Maintaining Eventbrite event pages for all WCC events

Other Duties Include:

- Working with the book-keeper and accountant to generate reports as required
- Making timely and cost effective travel arrangements for Executive Directors and staff as needed
- Maintaining Donor records
- Managing WCA Memberships
- Supporting Workshop Coordinator
- Maintaining Office Cleanliness & Ordering of Office Supplies
- Supporting Board of Directors - Develop and maintain internal and Corporate Policies, and correspondence with the Board of Directors



**WILLOW CREEK
CANADA**

t. 800.804.0777
e. info@growingleadership.com
w. growingleadership.com

5321 Downey Rd
Ottawa, ON
K1X 1C6

Skills and Qualifications:

- Demonstrates organizational skills
- Excellent communication skills – both written and verbal (French is an asset)
- Attention to detail
- Demonstrates leadership and coaching ability
- Microsoft Office skills, with extensive knowledge in Excel
- Detail-oriented and efficient in providing customer service
- Tech savvy and adaptable to new technology
- Experience with CRM (Salesforce or others) is an asset
- Knowledge and experience with QuickBooks is an asset
- Familiarity and alignment with the mission of the Global Leadership Summit
- Current Passport required with ability to travel to the USA
- Vehicle access for work commute. No public transportation accessible

Send your resume to jointheteam@growingleadership.com