

Position Title: Manager of Administrative Services

Location: On-site

Posting #: 2024-03

Position Summary

Reporting to the Chief Executive Officer, this managerial position is responsible to provide support services inclusive of research, analysis, planning and policy development, report writing, special project support, issues management.

This position will be responsible for the effective and efficient delivery of administrative services as required by the CEO and Leadership Team.

Principle Responsibilities

- Responsible to provide support services inclusive of research, analysis, planning and policy development, report writing, grant writing, special project support, issues management
- Performs special studies or investigations which require research and analysis of information (including statistics) in highly sensitive areas and makes recommendations regarding appropriate action
- Assists with the development and achievement of strategies including: Strategic Plan, Tourism Reserve Fund, Municipal Accommodation Tax, Sustainability, Accessibility
- Works with Destination Development on identifying key issues affecting the organization including industry trends by developing, analyzing, reviewing, and implementing administrative department systems through cross-corporate reports and controls
- Works with Marketing & Communications on data tracking and reconciliation as well as contract fulfillment
- Recording Secretary: Board of Directors support including preparing Board Packages and recording and documenting minutes
- Will be departmental lead for Occupational Health & Safety and Security
- Will be the departmental lead for tracking staff absences, maintaining personnel files and payroll processing functions
- Coordinate planning and commissioning of projects, equipment and liaise with outside vendors through to completion and/or implementation
- Will be responsible for maintenance of records, policy and procedures manuals and confidential information ensuring compliance with current regulations or legislation
- Monitors and procures needed supplies for office, reception, mailroom and kitchen
- Makes presentations to internal and external groups as required
- Anticipate, plan and support the CEO for upcoming meetings, events and other calendar commitments
- Prepare, edit and format documents (reports, briefs, memos, letters, presentations, etc.) to support CEO

Position Qualifications

- A minimum of three (3) to five (5) years of operational and administrative experience within a relevant marketing and communications environment, tourism/not-for-profit organization, or related sector

- A university or college diploma in business, tourism, communications, marketing or related discipline
- Highly organized with ability to coordinate complex projects and activities
- Ability to work independently and manage many details and projects simultaneously
- Ability to deal with confidential information
- Strong communication skills in digital, verbal, written and presentation formats
- Ability to work with people in multiple and varied forms, involving senior, intermediate and junior staff levels, as well as the public, community leaders and others
- A positive attitude, lots of energy, confidence; open mind, and high personal standards of integrity and professionalism
- Computer skills, CRM database and Office 365, are essential
- Ability to work evenings and weekends, as needed
- Valid G license with reliable vehicle
- Must provide a Level 1: Criminal Record Check (CRC)

Salary Base: \$65,000 - \$70,000 annually + comprehensive benefits package

Interested applications should submit their resume and cover letter referencing: **Posting #2024-03 Manager of Administrative Services** to hr@tourismwindsorsex.com no later than 4pm on Friday June 7th, 2024.

Posting date: Wednesday May 15th, 2024