



## **Job Description**

**Position:** Facility and Administration Manager

**Reports to:** Richmond Caring Place Society Board

### **Summary Job Description:**

The position of Facility and Administration Manager is accountable for the administration and support of the tenants, volunteers and patrons of the facility. An integral aspect of the manager's role is to communicate in a clear and professional manner when interacting with employees and tenants. The manager must be able to manage the office independently.

Duties and responsibilities of the Administration Manager include:

- Implementing policies and guidelines as set by the Board of Directors
- Reporting all relevant information regarding operation of the facility to the Board and committees of the Board; Finance, Operating, Communications, Nominations, Human Resources, Expansion
- Liaising with tenant agencies and representing the Board at Tenant Council meetings
- Managing internal controls related to financial requirements, compliance reporting (CRA,GST), reconciliation and payroll using SAGE or other software
- Scheduling and supervising maintenance and repair projects
- Responding to security alarms and monitoring building safety including coordination of emergency protocols
- Managing the office including reception, centralized telephone system, room bookings and general staff productivity
- Supervising and training staff; Administration Assistant, Facility Attendants, Janitorial Attendants
- Overseeing service vendors, contractors and janitorial service
- Support to the Board of Directors (minute taking, information dissemination, file maintenance
- Maintaining website, social media and publicity
- Representing the Board at functions on request including but not exclusively City of Richmond Community Services Advisory Committee and Richmond Chamber of Commerce
- Other duties as needed

Internal Stakeholders:

- RCP Board
- RCP Board Committee Chairs and committee members

External Stakeholders:

- City of Richmond
- Richmond Chamber of Commerce
- Banks and Investment Firms
- Accountant Services

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