

## EMPLOYMENT OPPORTUNITY

### **Office Manager: A role that connects everyone to everything.** **Full-time**

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#### **The Opportunity**

The White Rock–South Surrey (WRSS) Division of Family Practice (Division) is seeking an Office Manager who will support our members, physician leaders, a progressive team of professional colleagues and our community. This role will focus on member services, operations, and events coordination and requires a person with a proven ability to make connections and provide outstanding service.

The WRSS Division is a local network of family physicians, and part of a province-wide initiative designed to inspire local health care change and strengthen primary health care in BC. Operating as a non-profit society, the Division aims to increase primary health care capacity, and improve patient and population health outcomes by implementing programs and services that will positively impact family physicians and their patients.

We are an organization that values diverse perspectives, is innovative, strives for excellence and believes in transparency and accountability. The ideal candidate for this role is an individual with a passion for service, creating an environment that is welcoming and supportive, takes responsibility for the efficient operations of the environment and thrives on being organized.

#### **Responsibilities include**

##### Member Services:

- Develop and maintain member database
- Support members to access resources and connect to community partners
- Coordinate physician access to resources
- Support multiple initiatives and networks
- Assist community with requests to find a family physician

##### Event Planning and Coordination:

- Coordinate logistics for Division events and meetings including set up, materials and supplies
- Collaborate with other team members involved in events and meetings
- Resource and manage venues and suppliers
- Manage all AV equipment and set up

##### Operations:

- Human Resources assistance (recruitment, orientation/onboarding, training)

- Manage office environment; suppliers, maintenance, office equipment including laptops, printers, phones, etc.
- Prepare and format presentation materials, reports, and other documents
- Answer and direct calls and greet visitors
- Maintain files – electronic and paper
- Process incoming mail (electronic and paper)

### **Desired Skills and Experience**

- 3 years or more experience working in a professional environment
- Experience with Microsoft Office 365 preferred
- Strong ability and interest in PC-based technology, ability to troubleshoot, and comfort with current technologies and platforms such as Zoom
- Previous experience supporting a member-based organization
- Experience in human resources preferred
- Strong attention to detail, ability to set priorities, and meet deadlines
- Ability to work independently and collaboratively
- Strong communication skills
- Initiative to see what needs to be done and what can be improved
- Ability to attend occasional early and late meetings

This position will be 37.5 hours per week, Monday to Friday, generally 8:00am to 4:00 pm (with occasional early and late meetings). A combination of remote and in-office work is required.

Applications by email, please, to: [wrsdfp@divisionsbc.ca](mailto:wrsdfp@divisionsbc.ca)

September 8, 2021