

EMPLOYMENT OPPORTUNITY

Office Manager & Executive Support: A role that connects everyone to everything and supports senior leadership function.

Full-time, Fixed term contract (Maternity leave coverage)

The organization and its opportunities

The WRSS Division is a local innovation in health care and part of a province-wide initiative designed to support family physician leadership, make connections, and inspire health care change in our local community. The Division is a non-profit society led by a local Board of Directors.

We are an organization that values diverse perspectives, strives for excellence, and believes in transparency and accountability. We work in partnership with the Family Practice Services Committee (FPSC), Doctors of BC, Fraser Health Authority, the BC Ministry of Health, and various community service groups. Our organization operates from a contemporary, progressive standpoint, and we work both in-person and remotely. We are committed to a journey of transformative reconciliation.

We have many initiatives at the Division that support our strategic goals and objectives. We are looking for a seasoned office manager to work collaboratively with the Executive Director, Program Managers, and Coordinators in the running of the Division's operations.

We are implementing a Primary Care Network (PCN) in our community in partnership with Fraser Health and other community organizations. This program is guided by a Ministry of Health approved Service Plan, which includes expanded team-based care and the addition of new health care providers and services to support patients and local physicians.

We support initiatives designed to strengthen the Patient Medical Home (PMH), which is a family practice that operates at an optimum level, providing continuous patient care. PMHs are also the foundation of care delivery, within Primary Care Networks (PCNs), and the cornerstone of an integrated system of primary and community care.

Our roles are designed for professionals who can develop meaningful relationships, support physicians' leadership, work in interconnected ways with internal and external partners and who have a willingness to share their expertise amongst a talented, highly skilled group of professionals while also being willing to learn and stretch themselves.

The role of Office Manager and Executive Support is responsible for:

- Human resources support (recruitment, orientation/onboarding, training, management of confidential files, etc.)
- Development and maintenance of processes related to human resources and operations
- Management of the office environment; coordination and oversight of vendors and suppliers, leases, equipment, support with set up and technology challenges, and troubleshooting to support our team
- Coordinating of office usage; shared workspaces, community partners who share our environment, set up of systems and processes to facilitate ease of use, and bookings
- Coordination of technology support including purchasing and set up of equipment including laptops, printers, and phones as well as training staff
- Prepare and format presentation materials, reports, and other documents
- Answer and direct calls and greet visitors
- Process incoming mail (electronic and paper)
- Maintain filing systems; document storage and retention
- Supporting the Executive Director with coordination of meetings, events, initiatives, and all Division operations

We envision that you have...

- At least three years of experience working in a similar role
- Human resources experience
- Ability to challenge conventional HR perspectives and adopt a more innovative approach
- A collaborative team style with exceptional interpersonal communication, relationship building and problem-solving skills
- Excellent organizational skills, attention to detail and ability to prioritize and manage multiple tasks to meet quick deadlines with quality output
- Demonstrated facilitation ability including the ability to bring diverse perspectives together to reach consensus in support of a common agenda
- Strong decision-making skills
- Cultural awareness and competency
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint), Teams, and Zoom
- A desire to be in the know about technology and you are comfortable with supporting others with technology
- The ability to attend occasional early and late meetings

Contract start date: January 8, 2024

Contract end date: February 28, 2025

This position will be 37.5 hours per week, Monday to Friday, generally 8:00 am to 4:00 pm (with occasional early and late meetings). This is primarily an in-office role at the Centre for Active Living, 1475 Anderson Street, White Rock.

Applications by email, please, to info@wrssdivision.ca.