



Office Manager

Compensation rate: \$26.00/hr.

The Office Manager is responsible for the smooth and efficient administrative operations of the district electoral office. This role ensures the day-to-day operations of the office and supervises and guides the work of office support staff and enumerators.

This is a key support role to the District Electoral Officer and the Deputy.

Responsibilities and typical duties include:

- managing the set-up of the district electoral office
- implementing administrative processes to ensure effective completion of required tasks
- maintaining the flow of assigned tasks by monitoring work status and adjusting as necessary to ensure task completion
- ensuring that policies and procedures are followed
- managing and distributing office supplies and equipment used by field staff
- providing training to and guiding the work of office staff
- monitoring the processing of accounts, payroll, and personnel records using EBC-specific databases and software
- creating work schedules for office staff that meet legislated requirements, make the best use of staff time and minimize overtime
- supervising the mobile teams in their voting and counting activities
- performing quality assurance functions, reviewing and evaluating the work of staff
- liaising with Elections BC headquarters to resolve issues
- managing the closing-down of the district electoral office, including overseeing the packing and return of supplies

As the most senior support staff, the Office Manager must be familiar with general procedures for electoral event administration. They should be highly-skilled administrators and comfortable using technology to perform administrative duties. This role reports directly to the District Electoral Officer.

Minimum qualifications for this role include:

- a combination of education, training and experience in business administration and experience managing a busy office and dealing with the public
- experience guiding the work of others in a direct supervisory or team lead role
- experience using common office tools, equipment and software, including MS Office, in an office environment
- ability to use computer applications to enter and verify data
- good record-keeping and organizational skills and keen attention to detail
- reliability, dependability and enthusiasm
- experience working with and the ability to maintain personal and confidential information and ensure the privacy of data in their possession
- strong communication and interpersonal skills to work effectively in a team environment
- ability to be a non-partisan representative of Elections BC