



MIRARCO
935 Ramsey Lake Road
Sudbury, ON
P3E 2C6

Role Description – Office Manager GSM/Mirarco

The Goodman School of Mines (GSM) and Mirarco are seeking a suitable candidate to fill the position of (joint) office manager for the two organizations. Reporting to the Executive Director of the Goodman School of Mines and President/CEO of Mirarco, as an employee of Mirarco, the Business Manager will:

Support the President/CEO/Executive Director

- Provide administrative support;
- Review daily correspondence; prioritize correspondence for President/CEO/ED's review and attention; provide follow-up as needed.
- Manage schedule, appointments and travel arrangements;
- Lead the preparation, proofreading and editing of correspondence issued by the President/CEO/ED, as well as that submitted by other departments for signature.
- Assist in management of relationships with internal and external stakeholders;
- Assist in the development of yearly strategic plans for both organizations;
- Assist with grant applications;
- Assist with updating of marketing materials.

Coordinate the Board of Directors, Advisory Board and Committees

- Lead the portfolio that encompasses management of Board and Committee volunteers;
- Serve as principal liaison between the President/CEO/Executive Director and Board members as it relates to the administration of Board governance issues;
- Coordinate Board and Committee meetings including preparing meeting minutes and pre-meeting packages, and issuing correspondence;
- Act as the Corporate Secretary at Board and Committee meetings;
- Manage Board and Committee lists, contact information, reports and presentations;
- Participate in committee work acting in a capacity of membership/recording Administrator depending on need;
- Oversee and execute on special projects as assigned by the President/CEO/Executive Director, the Board or its Committees.

Manage the Office

- Coordinate existing staff;

- On-board and coordinate the training of new employees;
- Maintain and update office policies and procedures;
- Manage office supplies;
- Plan internal events and meetings;
- Monitor the office and administrative budgets;
- Direct, supervise and delegate work to administrative staff, interns and summer students;
- Assist in the preparation and management of collaborative agreements with industry/institutions/stakeholders;
- Assist with travel arrangements for the organization;
- Perform other administrative tasks and duties as required.

Community Outreach

- Assist in promoting Laurentian University as Canada's Mining University;
- Coordinate, negotiate and manage attendance at conferences as it relates to the Goodman School of Mines and MIRARCO;
- Manage the logistics of the Goodman Gold Challenge;

The candidate we are seeking:

- Has a post secondary degree or diploma in business administration, human resources management or other relevant discipline;
- Is organized and communicates well in both English and French;
- Is a leader with a proven track record in administration and/or office management;
- Has strong interpersonal, and negotiation skills;
- Has strong computer skills and experience using Microsoft Word, Excel and Microsoft Project.

Salary range is \$55,000-\$60,000 plus benefits.

Deadline for applications is August 28th, 2020 at 4:00 pm.

Please email your cv with a cover letter to: jabols@mirarco.org.