Office Manager – Full Time

Coastal Action is a charitable organization that addresses environmental concerns throughout the South Shore region of Nova Scotia and was established in December 1993. On behalf of Coastal Action, we are looking for an experienced self-starter to fill our Office Management role. Located in Lunenburg, this role is considered full-time and a renewal contract.

Reporting to the Executive Director, the Office Manager encompasses Coastal Action’s Board administration, office management, office maintenance, and financial and event administrative responsibilities. The Office Manager plays a major role in the smooth and effective daily execution of the company’s administration.

Your Opportunity:

- Oversee and complete all office administrative duties (sorting of mail, incoming and outgoing communications).
- Ordering of office supplies and catering when required.
- Purchasing of new office equipment, coordinating office moves and arranging for leasehold improvements, when required.
- Create/make company deposits and maintain/trace petty cash.
- In conjunction with the bookkeeper, update and administer company budgets.
- Reconcile employee time sheets and complete payroll administrative duties.
- Oversee and administer all company billables.
- Act as Board Secretary, taking monthly board minutes, creating Board reports.
- Manage relationships with vendors, service providers, and landlord, ensuring that all items are invoiced and paid on time.
- Conduct coordination and administration of office building maintenance, when required.
- Annual events coordination.

Your Experience(s) and Education:

- Post-secondary education with a concentration in Business Administration or Finance;
- At least three to five years experience in the non-profit sector in a similar role;
- Board Secretary or taking of Board minutes experiences are considered assets;
- Familiarity with the environmental sector is considered an asset.
How we define success for your role?

As an experienced Office Manager, you have the ability to establish and maintain effective relationships both internal and external to the organization. You possess excellent organizational skills with a demonstrated ability to execute multiple administrative functions and priorities, consistently. You have acquired excellent written and verbal communication skills with a strong financial aptitude. Meeting tight deadlines, multi-tasking, and wearing many hats excites you.

Coastal Action is a driven team dedicated to providing education, research, and environmental services to the South Shore region. If you have what it takes to join our team, we would like to hear from you.

Resumes and accompanying cover letters identifying how you can contribute to Coastal Action’s success as Office Manager can be sent to info@coastalaction.org.

Coastal Action is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Closing date: December 23, 2019