

## ADMINISTRATIVE MANAGER

<b>Program:</b> QBBE	<b>Location:</b> Office/Remote
<b>Reports to:</b> President/CEO	<b>Project Funding:</b> Administration/General
<b>Salary:</b> To be discussed	<b>Weekly Working Hours:</b> 35 hrs/Flexible

### Company Description

The Quebec Board of Black Educators (QBBE) was established in 1969 to promote equal and inclusive access to education to all students from multicultural communities of color. Our mission is to encourage and support continuous improvements in the education system of Quebec and the equitable distribution of its benefits to communities of color, such that the programs will provide the best opportunity to pursue educational attainment which in turn will impact social and economic achievements.

### Position Overview

The Administrative Manager will work closely with QBBE's Board of Directors and take responsibility for daily activities. They coordinate the actions of several department heads, make sure the QBBE's complies with local laws and regulations, and set policies to keep inventory items and equipment secure.

Duties include designing new forms for records and reports and assisting supervisors in the development of new programs and procedures. Office management duties include providing support to our board of directors, department managers and employees, assisting in daily office needs and managing the organization's general administrative and financial activities.

### Duties and Responsibilities

#### *Administration*

- Liaise with the organization's management and members of the Board of Directors;
- Collaborate with the Project Manager to develop the schedule of the organization's activities and to manage ongoing projects (knowledge of the Asana management tool is an asset);
- Have a thorough understanding of the grant process and be comfortable managing public funds;
- Supervise the collection of data for various donor reports;
- Oversee the activities of the marketing and fundraising team;
- Work on the strategic plan for the recruitment of new talent;
- Obtain activity reports from all employees for payroll implementation;
- Maintain the organization's contact list and be the point of contact with QBBE partner organizations;
- Assist the CEO in overseeing and reviewing staff performance;
- Assuring that all organization policies are followed in collaboration with the CEO;
- Review and update new policies, protocols, and procedures for the office;
- Maintain a culture of QBBE ethics throughout the organization;
- Collaborate with the project manager to follow up with different levels of government and

donors;

- Follow up on accounting and administrative matters;
- Follow up on supplier and customer accounts, payment vouchers, payroll, etc.;
- Prepare weekly financial reports and financial reports for all programs;
- Work closely with the accounting firm in order to prepare financial statements;

**Skills and Qualifications**

- 5 to 7 years' managerial experience (preferably in an NGO)
- Ability to make and follow a budget;
- Excellent oral and written comprehension of the English and French languages;
- Excellent time management skills and the ability to prioritize tasks;
- Familiarity with social media, industry publications, and common vendors and subcontractors;
- Proficiency in Google Suite and virtual meeting platforms (Zoom, Teams, Google Meet);
- Proficiency in all Microsoft Office tools (Word, Excel and PowerPoint, amongst others);
- Knowledge of QuickBooks software and the ADP Payroll system is an asset;
- Previous experience in office administration or other related fields;
- Ability to analyze and interpret sales, taxes and payroll statistics;
- Effective communication skills;
- The ability to work through stringent deadlines with acute attention to detail is required;
- University or College studies required;
- Have the legal right to work in Canada.