
Corporate Office
358 King Street, Suite 302
Fredericton, NB
E3B 1E3
506 455 0285



Siège social
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Job Description:

Office Manager

We are currently seeking an **Office Manager to join our team in Fredericton, NB.**

Position Summary:

The Office Manager's role is to keep the agency running smoothly by providing professional front-facing phone and reception duties. In addition, they support the coordination of other office management tasks as needed and collaborate with the Administrative Assistant.

The hours of work for this position are Monday – Friday, 7:00am – 4:00pm.

The ideal candidate will:

- Follow the company's policies and procedures; living our core values
- Communicate respectfully and professionally with families, community partners and colleagues
- Demonstrate a willingness and openness to learning. Are receptive to feedback and implementing suggestions
- Be highly organized, professional and are dedicated to making a positive impact by supporting our teams who work with preschool children with autism spectrum disorder

Accountabilities include, but are not limited to:

- Answering and making phone calls. Directing inquiries to the appropriate person or department as needed
- Greeting visitors and providing them with assistance or information as needed
- Managing employee cancellations and reporting schedule changes to employees, caregivers, and Early Learning Centers
- Using our scheduling software to update and maintain frontline employee and client schedules
- Inventory management and ordering of office supplies, including management of petty cash
- Overseeing office equipment maintenance and repairs
- Organizing and maintaining office files and records
- Maintaining accurate visitors' log and tracking of employees on site for safety
- Coordination and supervision of employee prep tasks
- Preparing internal communications, such as reminders, notices, or memos
- Other administrative tasks as needed

Qualifications and Requirements:

- Post-secondary or community college education, with 2+ years of administrative experience
- Bilingual; excellent oral and written communication skills in both official languages is an asset (English and French)
- High level of professionalism and confidentiality
- Strong knowledge and experience with Microsoft Office Suite and comfortable with technology
- Strong attention to detail, organizational skills, and ability to multitask

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- Strong interpersonal skills
- Ability to take initiative and work independently, and as part of a team
- Customer-focused demeanor with strong front-facing communication skills
- Be willing to complete a criminal record check, vulnerable sector check and Social Development prior contact check within the past five years
- Valid Driver's license and access to a vehicle as travel may occasionally be required
- Experience in a fast-paced office environment
- Knowledge of payroll duties is an asset

We Offer:

- Competitive salary
- Group medical and dental insurance
- Life and long-term disability insurance
- Vacation and sick time
- Employment Assistance Program

Our Team:

VIVA Therapeutic Services was founded by Danielle Pelletier in 2005, to provide preschool aged children with autism spectrum disorder and their families with high quality, evidence-based services. At VIVA, our programs are dedicated to providing quality therapy and making every teaching moment count. As a result of our programs' success, we have gained our government's confidence in our contracted services and currently serve over 600 families across the province of New Brunswick.

For more information about our services, please visit: <https://www.vivanb.ca/>

Interested applicants are invited to send a cover letter and resume to: Madan.Khan-Thakuri@vivanb.ca
Application deadline: December 6, 2024

We thank all applicants for their interest; only those selected for an interview will be contacted.