



**Canadian Mental
Health Association**
Newfoundland and Labrador

Office Manager (Permanent-Full Time)

Location: Canadian Mental Health Association-NL Division, 603 Topsail Road, St John's

Commencing: As soon as possible

Salary: \$38,975-\$43,020

Deadline to Apply: Wednesday, August 3, 2016; 4pm.

The Canadian Mental Health Association-Newfoundland and Labrador Division (CMHA-NL), is a voluntary, non-profit, charitable organization established in 1964 to promote a better understanding of mental health throughout the province.

Duties:

The office manager will be responsible for administrative and executive support in a highly confidential environment. The incumbent will be the first point of contact for anyone wishing to meet or speak with staff. S/he will carry out general administrative duties and provide support directly to the CEO and other staff as required. The incumbent will be responsible for taking minutes for both staff and board meetings, as well as maintaining well organized, confidential files and documents. S/he should have a working knowledge of budgets and basic accounting procedures. S/he should be able to work as a team player and be comfortable working in a collaborative work environment. The office manager will report directly to the CEO.

Qualifications:

Candidates must possess knowledge of Microsoft Office and general office administration. Knowledge of the Canadian Mental Health Association-NL Division would be an asset. Candidates must possess excellent time management and communication skills and be able to establish effective working relationships. S/he must be able to work independently and take initiative. This position requires a high level of discretion, dependability, as well as tact and diplomacy. Qualifications would normally be acquired through the completion of a Secretarial Science Program, combined with five years secretarial/administrative experience at the executive level. Equivalencies may be considered. Applicants must supply a Certificate of Conduct.

Please forward cover letter and resume through email/mail to:

Dan Goodyear; CEO
Canadian Mental Health Association, NL Division
603 Topsail Road
St. John's, NL, A1E 2E1
Email: dgoodyear@cmhanl.ca
Deadline to Apply: Wednesday, August 3, 2016; 4pm.

Thank you to all applicants. However, only those selected for an interview will be contacted.



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