



REGIONAL ADMINISTRATIVE SERVICES MANAGER

Job ID: 3335

REGULAR FULL-TIME

Location: PRINCE GEORGE, BC

To be considered for this role, applications **MUST** be submitted online, by clicking on 'Apply' below.

- Join one of BC's Top Employers!
- Be part of an exceptional company culture with great employee benefits and a healthy work/life balance!

BC Housing thanks all applicants for their interest; only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.

THE ORGANIZATION

BC Housing is a provincial Crown Corporation that develops, manages and administers a wide range of subsidized housing options for those most in need across the province to address critical gaps across the housing continuum ranging from emergency shelter through to rent assistance in the private market and affordable home ownership. *Share in the rewards of working with an organization that offers challenging work and competitive compensation and supports the growth and development of its people.*

Our mission is making a difference in people's lives and communities through safe, affordable and quality housing.

BC Housing is committed to providing a healthy, safe and inclusive workplace where respect and diversity are recognized assets. We encourage and welcome applications from women, visible minorities, Indigenous Peoples, individuals with disabilities, persons of any sexual orientation or gender identity, and all people committed to meaningful work that makes a difference.

BC Housing offers competitive salaries and an excellent benefits package. But a job is more than a pay cheque. We also offer our staff the opportunity to work together to make a difference. When employees go home at the end of the day, they experience the satisfaction of knowing they've helped provide safe, affordable housing for British Columbians. And while they're here, employees can take advantage of many opportunities:

- In-house training, and training at other institutions, for courses related to employees' current positions or to prepare them for advancement within BC Housing.
- Wellness programs including physical fitness, programs to help employees quit smoking, free flu shots, mental health resources, and lunch-and-learn lectures and seminars.

- Recognition programs including long-term service awards, idea recognition and outstanding performance awards.
- Livegreen incentives include an employee transit pass program, and other initiatives that encourage alternative, sustainable transportation (even a bike purchase program!).
- An active Social Club that organizes special events like seasonal parties and arranges group discounts to other events.
- Participation in community and charitable events.

** Please note: Eligibility for benefits offered is based on employment status **

REGIONAL ADMINISTRATIVE SERVICES MANAGER:

POSITION SUMMARY:

The Regional Administrative Services Manager is responsible for managing the administration function for the Region, including the supervision of a team of administrative support staff.

CANDIDATE PROFILE

The successful candidate will have the following:

EDUCATION & EXPERIENCE:

- University degree or college diploma in a related discipline, or equivalent work experience;
- Additional training in supervision, labour relations and financial management preferred;
- Considerable experience in managing the administrative aspects of an office or department, including the office of a senior director, preferably for a public-sector organization. Sound experience in the supervision of staff, budget and financial administration, training users in systems and administrative processes, and dealing with sensitive issues and confidential information.
- Experience in property management, social housing administration, construction or service contracts preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Sound knowledge of the principles and practices of managing the administrative function for an office or department
- Good understanding of IT systems and excellent computer skills, including a high level of technical proficiency with Microsoft Office products including Word, Excel, Powerpoint, Access, and Project;
- Good understanding of the management, business and administrative practices of property management and/or support service projects and operations;
- Ability to provide training and/or presentations to larger groups of people;
- Ability to exercise judgment, diplomacy and tact in dealing with confidential matters;
- Ability to manage multiple issues and projects, co-ordinate work with others, keep senior Regional management staff apprised of major issues and adapt to changing priorities;
- Ability to foster strong working relationships with internal and external stakeholders to accomplish objectives;
- Effective verbal and written communication, conflict resolution, consensus building, negotiating and interpersonal skills; and
- Excellent organizational, analytical, problem solving, time management and expediting skills.

How to Apply:

Please review the attached job description for a complete list of duties, qualifications and competencies. To be considered for this competition, applicants must submit a cover letter and resume clearly identifying how they meet the qualifications necessary for this position. This information will be used as part of the selection process.

Your cover letter and resume should be submitted as one document in your profile when applying for this position. Please add your cover letter to your resume and submit both documents as your resume.

[Please review the Job Description prior to applying](#)

(When there is a pop up asking if you wish to view only secure items, press no)

As part of the application process, you will be prompted to fill out a questionnaire which must be completed in order for your application to be considered. Please allot up to 5 minutes to fill it out after submitting your resume and cover letter as one single document.

Only applications submitted using the Online Recruitment System at www.bchousing.org/careers will be accepted

If you are passionate about what you do and want to use your expertise to engage in a meaningful and challenging work, please apply to **join our team today at www.bchousing.org/careers**

At BC Housing, we're committed to providing a healthy, safe and inclusive workplace where respect and diversity are recognized assets. We welcome applications from women, visible minorities, Indigenous Peoples, individuals with disabilities, persons of any sexual orientation or gender identity, and all people committed to meaningful work that makes a difference. If you require accommodations at any point during the application and hiring process, please contact hr_admin@bchousing.org.

We didn't become one of BC's Top Employers and one of Canada's Greenest Employers without a lot of thought, care and consideration for our team and environment. Our supportive and collaborative workplace balances engaging and challenging work with personal development and wellness initiatives.

[Apply Now: www.bchousing.org/careers](http://www.bchousing.org/careers)

Have questions/issues about the application process? Please see our [FAQ's](#) for some useful information.

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