

## **Service, Commitment, Leadership**

At TCS we are constantly evolving to be in the forefront of service to individuals with intellectual disabilities, their families and communities. Fundamental to our purpose is the selection and support of engaged and committed staff members. We are seeking a skilled, experienced and dynamic person to fill the position of

### ***MANAGER OF ADMINISTRATIVE SERVICES***

Reporting to the Office of the CEO, the manager will provide supervision and leadership to a team of administrative employees. The Manager will have extensive experience with administrative support services and requirements that will help to facilitate the smooth operation of the agency and the achievement of our mission. They will have held increasingly responsible administrative positions and responsibilities. The manager will have superior communication skills and an ability to build strong and productive relationships. They will be an initiator and a problem solver, with experience in leading a team and creating efficient and effective support services. As a manager of people, they will be expected to contribute to the vision and direction of administrative services. With input, the manager will create and execute an overall TCS administrative strategy.

The familiarity and expertise required is a combination of knowledge and skills with an emphasis on systems, leadership and coaching and an understanding of how it all relates to agency support services.

Knowledge/Experience:

- Experience providing administrative support at a senior level and dealing with confidentiality
- Knowledge of office administration
- Practical knowledge of supervision and leadership principles, performance management and evaluation, and the progressive disciplinary process
- Excellent knowledge of Microsoft Office and relevant software applications – including: Word, Excel, Outlook, Desktop Publishing
- Experience creating and implementing office systems and procedures
- Experience working in a busy office environment

The position offers a competitive salary and excellent benefits, including a pension plan.

This position will be based in Kamloops and travel is required.

Please reply in writing by October 22, 2021 to:

*Thompson Community Services*  
**Attn: Kristine DeMonte, COO**

**[kdemonte@tcsinfo.ca](mailto:kdemonte@tcsinfo.ca)**