



JOB POSTING

MANAGER, OFFICE SERVICES PEOPLE & CULTURE

JOB SUMMARY

This position is responsible for the day to day management of the Office Services functions including facilities management, print production and mail services and centralized purchasing and materials management

RESPONSIBILITIES AND DUTIES

- Oversees day to day activities of office services team; assigns and directs the work of reporting staff, ensuring ongoing work quality, monitoring workloads and performance; identify skills gap and seek out training and development opportunities; in conjunction with Director, develop and implement competency-based plan.;
- Identifies opportunities for improving quality of services delivered, monitoring customer satisfaction, gathering feedback, benchmarking to industry standards and providing recommendations on ways to improve efficiency, quality and productivity;
- Manages and monitors annual departmental budget, creates purchase orders, processes invoices, reconciles monthly budget, prepares and presents progress updates and provides monthly and quarterly charge back reports;
- Develops, negotiates and manages vendor relationships; oversees purchasing and material management activities, manages supply inventories, requesting quotations, determining cost effective alternatives for consideration, verifies and processes purchase order requests, updates system entries, and liaising with vendors as required to expedite purchase orders;
- Assist Director in preparing RFP / RFS documentation for projects as required;

Education: University Degree in Business Administration or equivalent.

Experience: 6-9 years' experience including 5+ years at a managerial level; quality control and vendor management experience. 3+ years of experience working in a print and mail environment and knowledgeable with spot on colour reproduction and large volume low cost mailing.

Interested candidates should forward their cover letter and resume to the Human Resources Department at hr@oma.org.

Ontario Medical Association is an equal opportunity employer. We will accommodate your needs under the Ontario Human Rights Code.