

September 1, 2020

We're Hiring!

Position	Office Manager
Purpose	Ensure all members and prospective members receive exceptional service.
Term	Sep 28, 2020 – Jan 1, 2021 (14 weeks, average 20 hours / week). This position may be extended to a long-term position with increasing hours and scope of work.
Location	This is a virtual office, remote work position. The successful candidate is expected to work independently, within the framework of policies, procedures, systems and software provided by the Association of Professional Biology.
Reporting	This position reports directly to the APB Board of Directors, via the APB President.
Deliverables	Timely management of day-to-day inquiries, member services and APB administration. General duties include: <ul style="list-style-type: none">▪ Managing phone and email inquiries▪ Processing membership applications and renewals▪ Preparing annual budgets and monthly cash flow forecasting▪ Maintaining monthly bookkeeping and bank reconciliations▪ Managing daily accounts payable and receivable▪ Maintaining membership databases▪ Managing the APB email listserve▪ Managing the APB Job Board and Calendar of Events listings▪ Website (iMIS software) administration and maintenance▪ Website content development and updates▪ Digital file management – filing, access management, archiving▪ Drafting, editing, and formatting reports and other communications▪ Meetings and communications with the Board of Directors▪ Event planning and logistics

Qualifications This position is open to all applicants. Preference will be given to members of the Association of Professional Biology, the College of Applied Biology, and/or the Alberta Society of Professional Biologists.

Requirements This is a contract position and requires flexibility to work at various hours and days of the week. Most of the work could be scheduled between 9 am and 4 pm weekdays, with the exception of monthly board meetings (evenings) and special events (occasional weekends). The successful candidate must provide their own office essentials (phone, computer with MS Office software, and basic printer), and will be required to maintain WorkSafeBC registration.

Ideal Candidate You will excel in this position if you are positive and self-motivated, with excellent written and verbal communication skills, a professional work ethic, and a strong aptitude for technical support and troubleshooting of specialized computer software applications and website management.

Compensation This is a contract position paid at an hourly rate of \$25 - \$35 /hour (commensurate with experience), plus GST if applicable. Total contract not to exceed \$10,000 including GST.

Application Process & Closing Date

To apply, please send a cover letter, and resume with references by email to president@professionalbiology.com by the closing date of **4 pm Friday September 18 2020**. Interviews with short-listed applicants will be scheduled for September 21 – 23.