



**Employment Opportunity  
Training Centre Building/Office Manager  
Kirkland Lake, ON**

**About Keepers of the Circle**

Keepers of the Circle is an Indigenous Hub operated by the Temiskaming Native Women's Support Group (TNWSG), a non-profit organization founded in 1997 to promote the economic, cultural, and social equity of Indigenous women, girls, and gender diverse peoples.

**About the Role**

Keepers of the Circle is looking for a woman or gender diverse individual who is a responsible self-starter as well as exceedingly professional and organized. The candidate will be the front office administrator and the face of our training centre. They will oversee the day-to-day operations and upkeep of the training centre and its offices.

This position is based out of our Kinoomaagegamik Training Centre at 175 Government Road East in Kirkland Lake, ON.

Hours of this position are Monday to Friday, 9 am to 4:30 pm and is remunerated at \$30.00/hr. Childcare discounts are available for staff at our childcare centres and group health benefits are offered after 3 months.

The Building/Office Manager will carry out the following duties:

- Greet guests and members of our centre in a friendly and professional manner
- Answer the phones and direct them to the person or extension they require.
- Screening and referrals for people inquiring about programs.
- Provide direct office duties and supports to the staff of the training centre
- Oversee and support all administrative duties in the office and ensure that office is operating efficiently
- Manage office supplies inventory and place orders as necessary
- Receive and sort incoming mail and deliveries, and manage outgoing mail
- Completion of errands
- Follow office policies and procedures, and ensure they are implemented appropriately
- Assist with office layout planning and office moves, and with managing and maintaining IT infrastructure
- Identify opportunities for processes and office management improvements, and design and implement new systems
- Provide other administrative support as necessary, including scheduling group meetings, and maintaining calendars.

- Duties pertaining to agency vehicle fleet administration
- Assisting the JHSC in maintaining a safe environment with proper lighting, signage, and disability access
- Updating when required, emergency plans and evacuation procedures
- Overseeing security, fire prevention, and other safety systems
- Scheduling regular building maintenance and janitorial services
- Contracting professionals for repairs as needed
- Arranging for building improvements
- Overseeing contractors and inspecting completed jobs
- Any other duties assigned by the Executive Director in relation to the building, training staff, or offices

We strongly encourage you to self-identify if you are of Indigenous ancestry or are a community affiliate.

If you would like more information about the role, please reach out to [hr@keepersofthecircle.com](mailto:hr@keepersofthecircle.com)

#### **Inclusion, Diversity, Equity & Accessibility**

We advocate for the presence and contributions of all people regardless of race, colour, religion, age, genetic status, sex, military status, or disability that does not prohibit performance of essential job functions. As an Indigenous organization, Keepers of the Circle has an affirmative action policy that prioritizes the hiring of Indigenous Peoples and community affiliates. Please let us know of any specific requirements during the application process by emailing [hr@keepersofthecircle.com](mailto:hr@keepersofthecircle.com) – we are happy to work with you on accommodation requests.

**How To Apply:** Applications will be accepted until **May 10, 2024**. Please send your resume, cover letter and related documents to [hr@keepersofthecircle.com](mailto:hr@keepersofthecircle.com) with the subject title “Training Centre Building Manager Job Application – (Your Name).”