



POSITION TITLE: Corporate Services Manager

REPORTING RELATIONS: President

COLLABORATIVE RELATIONS: other departments, management, Board and Committees

PURPOSE OF POSITION

The position provides direct support to the President while acting as the liaison with the Board of Directors and Committees. They are also responsible for the management and administration of all HR related functions.

JOB RESPONSIBILITIES

- Management and review of HR policies and procedures
- Management of all HR related functions including maintaining HR files and records, vacation/leave tracking systems, onboarding and termination processes etc.
- Lead health and safety committee
- Provide support on all matters relating to governance, the President's obligations and mandate
- Prepare agendas, briefing materials, minutes and presentations as needed to support the President, Board of Directors and Committees
- Monthly reconciliation of President's expenses/corporate credit card
- Direct liaison with the Board of Directors on various matters including Annual General Meeting
- Provides governance support and oversight to the High Fives for Kids Foundation and their Board of Directors
- Administration of grants and scholarships for the High Fives for Kids Foundation
- Other duties as required

Essential Skills and Qualifications

- Attention to detail and strong organizational skills are essential
- Commitment to establishing and maintaining effective organizational systems and processes
- Excellent interpersonal and communication skills
- Proficient with Office Suite and Adobe Acrobat
- Good judgment and ability to work in a fast paced environment
- Ability to adapt quickly to changing priorities and managing multiple tasks simultaneously with little direction
- Post secondary education in a related discipline
- Minimum 5 years of related experience
- Bilingualism is a strong asset

WORKING CONDITIONS

Some traveling and over time may be required.