



Job Title:	Office Manager
Position Type	Full Time
Length/Term of position	Permanent
Location:	CLR office at: 97 – Sixth Street, New Westminster, BC (or wherever else the employer may choose to locate the company office)
Travel Required	Employees are expected to travel as required • Employees must have vehicle and valid class 5 driver's license (unrestricted)
Reports to	President & CEO
Receives Work Direction from (if different from above)	• President & CEO • CLR Board of Directors • Committees the Office Manager may be assigned to
Time Commitment	• 7 hours/day (Mon-Fri). • Additional time may be required from time to time in evenings and on weekends.
Salary	• CLR offers a competitive total compensation package including base salary, benefits, and employer matching RRSP plan. The base salary range for this position is between \$70,000-\$80,000 per year depending on the experience of the successful candidate.
Application Deadline	• Friday, October 23, 2026

Purpose of Position

This position is responsible for supporting CLR operations by maintaining the office and its systems.

Key Roles & Responsibilities

General Office Duties:

- Receive and assign general enquiries to appropriate staff for response.
- General administrative and reception activities as required.

Systems:

- Maintain and recommend/facilitate improvements to CLR databases.
- Work with CLR staff on maintenance/posting/improvements to the CLR website and related content.
- Work with CLR staff and external IT consultants to ensure effective and efficient internal IT operations and facilitate resolution on any issues that may arise.

President & CEO:

- Provide administrative support to the President & CEO including facilitating meeting and travel arrangements, event registrations, preparing and disseminating correspondence, and other duties as may be assigned.
- May assist other CLR staff with similar needs subject to workload and direction from the President & CEO.

Board of Directors:

- Provide administrative support for the Board of Directors including:
 - Organizing and attending meetings.
 - Preparing and disseminating agendas, meeting materials and minutes.
 - Handling meeting details and logistics.
 - Assisting with event registrations and travel arrangements.

Council:

- Provide administrative support as required in support of activities related to the Council.

CIHRP (Human Resources Data/WCB):

- Request and process payroll data annually from WorkSafeBC and ensure accuracy and ensure appropriate recording/reporting.

Ratification Process:

- Support the ratification process for members who are signatory to agreements.

New Membership Process:

- Manage the internal processes related to membership changes including updates to appropriate databases.
- Notify BCBCBTU of changes to membership in a timely manner.

CLR Programs & Event Planning:

- Provide administrative, coordination and facilitation support for CLR programs (e.g.: training programs, events, etc).
- Working with an internal team, provide full Event Planning services for all CLR events including leading all planning, logistics, sponsorships, registrations and communication related to the annual CLR golf tournament, AGM and all other current or future events.
- Organize annual CLR Christmas party and any other organizational events.

Facilities:

- Oversee and facilitate resolution of any office maintenance needs.
- May be required to serve on the Strata Council as the CLR representative including all duties associated with that position.

Market Recovery:

- Oversee Market Recovery to ensure it is completed, maintained, issues resolved, and communication is conducted as needed.
- Perform market recovery when needed.

Team contributions:

- Serve on various internal and external committees as assigned by the President & CEO from time to time.
- Assist as required with all CLR related events including planning, participation, and set up / take down.

Supervision:

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- Supervise and direct the work of, and coach/mentor, other CLR administrative support staff.

Other duties as required and as assigned by the President & CEO

Minimum Qualifications & Educational Requirements

- At least 10 years related experience in similar positions with demonstrated progressive escalation of administrative responsibilities, including experience in direct supervision of other administrative staff.
- Related degree or diploma is an asset – combination of education and experience may be considered.

Preferred skills

- Proficient in all Microsoft Office applications.
- Experience with use of an internal database systems (ie: CRM, electronic filing systems).
- Excellent written and oral communication abilities.
- Comfort with use of internet and social media.
- Able to work independently with little daily supervision.
- Flexible and willing team player.
- Familiarity in environments employing organized labour is an asset.

Additional Notes

Office Manager may delegate some of the listed activities to an Administrative Assistant if one is employed by the Association under the Office Manager's supervision (subject to President & CEO approval).

**Date last
updated**

September 28, 2026

Approval

Ken McCormack