



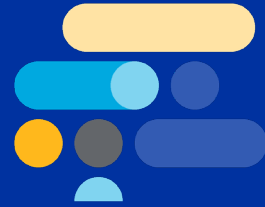
BC CONSTRUCTION
EMPLOYERS
BUILDING
RELATIONSHIPS®

CONSTRUCTION LABOUR RELATIONS ASSOCIATION OF BC™

NOW HIRING

Office Manager

New Westminster, BC



POSITION TYPE

Full Time

TERM

Permanent

LOCATION

New Westminster, BC

REPORTS TO

President & CEO

ORGANIZATIONAL OVERVIEW

General

The Construction Labour Relations Association of BC (CLR) was established in 1969 with the objective of bringing labour relations stability and security to contractors in BC's unionized construction sector. Today, CLR continues to provide a unified voice that is essential to negotiating the most favourable agreements for its members and the industry.

In addition to Labour Relations, CLR has expanded its mandate to include a full range of Health & Safety products and services. Human Resources services continue to grow as well, including the Better SuperVision program for construction foremen and supervisors, and administration of a Drug & Alcohol testing program.

Governance

CLR is governed by a board of directors comprised of 13 member contractors, plus a council of approximately 65 contractors representing all trade sectors within the Association and all geographical regions of the province, providing them the opportunity of participating in Association policy-making or industry negotiations.

VISION

Long-term viability and success for the unionized construction sector

MISSION

To support our members and the unionized construction industry through bargaining, advocacy, promotion, and member services

For more information on our association: www.clra-bc.com

THE OPPORTUNITY

We are looking for a permanent, full-time team member to fill the position of **Office Manager**, reporting to the President & CEO. In this position you will be expected to provide key administrative support to the CLR operations staff team, the board of directors, our members and partners, and the organization in general.

We are seeking a new member to join our exceptional team. If you:

- meet at least the minimum requirements listed in the position description,
- have a proven track record of building trust and collaborative relationships,
- possess leadership and rational judgement skills,
- are capable of effective time management,
- are highly organized and excel in multi-tasking,
- are open minded and fair, with well-honed listening and interpersonal skills,

then this may be a great opportunity for you.

SPECIFIC RESPONSIBILITIES

See Position Description.

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.

HOW TO APPLY

If you feel you are qualified for this role, please submit your resume to

recruiting@clra-bc.com

quoting **"Office Manager"** in the subject line.

Only candidates who are most qualified for the position will be contacted.