



Job Opportunity: RRRA Office Manager

**Job Title:** RRRA Office Manager  
**Location:** RRRA Office – Residence Commons  
**Term:** September 1<sup>st</sup> 2017 to April 31, 2018  
**Reports to:** Vice President Administration

**Position Description:**

The Office Manager is responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency.

**Responsibilities:**

- Perform duties and assistance as directed by RRRA Executives
- Manage office employees, and create office work schedules
- Decorate office, maintain the office, and maintain the student lounge
- Work collaboratively with RRRA Senior Staff
- Make sure the float and deposits are accounted for at the end of each day.
- Carry out and designate all other day to day operations of the RRRA office

**Compensation:**

\$625.00 bi-weekly salary, minimum 20 hours a week.

**If you are interested in applying for this position, please send your resume and a short cover letter to the following Executive member by Friday, August 25, 2017 at 11:59 p.m.:**

Jacob Howell, [hiringboard@rrra.ca](mailto:hiringboard@rrra.ca)