

The Students' Association of Mount Royal University (SAMRU) is a medium-sized charitable organization that represents and serves students to help them succeed. SAMRU values being intentionally accepting and therefore we welcome all our members and strive to provide them with a sense of belonging; create respectful work environments where people can learn about each other; and work to understand each other, honour our differences and celebrate our diversity.

ADMINISTRATION MANAGER

HUMAN RESOURCES OFFICE ADMINISTRATION MARKET RESEARCH

The Administration Manager is responsible for centralized office functions including human resources (recruiting, hiring, employment agreements, onboarding, benefits administration, payroll review and flextime/vacation management); office administration (reception/lost & found and cash clerk services, office supplies and equipment, staff kitchens), and file management systems. The position also oversees the central market research efforts of the organization and supports policy and procedure development, evaluation systems development and insurance renewals.

The successful candidate will have the following skills, experience and credentials:

- A relevant degree with specific training in human resources - CPHR designation is considered a strong asset;
- Training and experience in market research methods including qualitative research analysis - a completed Master's degree is considered a strong asset;
- A minimum of two years of human resources related work experience;
- Supervisory experience;
- Experience working with associations, other non-profits or charitable organizations is considered an asset;
- Excellent written communications skills;
- High degree of self-awareness;
- Competence in systems thinking;
- High level of attention to details;
- A strong 'customer-oriented' ethic;
- A warm and approachable demeanor;
- Proficiency with both MS Office and Google Workspace.

This is a full-time, permanent position with a starting salary of \$57,000 per year. SAMRU has standard salary bands based on job classification levels that are reviewed every two years to maintain competitiveness. Starting salaries are standardized to help ensure equity for all employees.

The successful candidate may be eligible for many other monetary and non-monetary benefits. For example, health and dental benefits premiums are paid by the organization except disability insurance. The SAMRU RRSP contribution program begins after 2 years of employment offering 5% of salary and increases to 9% with seniority.

The successful candidate will also enjoy a progressive, 35 hour work week and a policy on flextime which allows them to bank time during peak periods and "flex-off" during slow ones. They will earn 15 days of vacation in the first year, increasing with seniority to a total of 25 days per year. SAMRU observes 12.5 paid holidays per year as well as providing three float days during the period between December 26 and January 1 when the campus is closed.

Candidates are invited to submit their resume with a cover letter to Lisa Antichow at: hr@samru.ca

No telephone inquiries please. Only those candidates selected for an interview will be contacted. This competition will remain open until a suitable candidate is found.

For more information about our organization, please visit our web site at: www.samru.ca