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The MNU is seeking a Manager of Administrative Services to manage the organization's operations. The successful candidate will support the execution of the strategic plan, which will in-turn provide exceptional service and value to the member base. Reporting to the President, the Manager of Administrative Services will oversee: Accounting, Member Services, Information Technology, Administration, Project Management, Internal Communication, Risk Management, Human Resources, Facilities and Organizational Planning.

## The Role

-  Actively work with the President on the development and execution of the organizations' strategies;
-  Work with the Accounting team responsible for financial management including: budgets, revenue and expense reports, financial analysis, accounts payable and accounts receivable;
-  Oversee and manage IT staff, and IT Operations, including oversight of: maintenance, networking, security, backups, hardware management, policies and procedures, user and password management, etc.;
-  Be an internal champion for membership services, ensuring MNU is continually providing value to membership base, as well as continuously improving current services and planning future offerings;
-  Be an internal resource for organizational HR practices and policies;
-  Responsible for the overall office management of the MNU office;
-  Enhance the organization's overall performance through the development and implementation of organizational policies and procedures;
-  Responsible for managing administrative and membership staff reporting to this position including work assignments, hiring, succession planning, coaching and development;
-  Is responsible for planning and organizing MNU conventions, special meetings, and Board meetings;
-  Liaise with the external accounting firm on annual audits, and distributing the annual report;
-  Represent MNU on select external Boards.

## Selection Criteria

-  Preferably a Bachelor's Degree with financial focus or post-secondary accounting courses;
-  5+ years management experience, ideally in union management or labour relations environment;
-  Exceptional understanding of operations, accounting, finance and people management is required;
-  Experience managing IT, and facilities operations is a definite asset;
-  Must have a strong understanding of human resource management in a unionized environment;
-  Proven experience with training, mentoring, developing staff;
-  Experience overseeing organization performance, process improvement and change management an asset;
-  High-energy, self-starter, with ability to work proactively to create a positive working culture;
-  Politically astute with excellent interpersonal, communication and decision-making abilities.

*For more information or to apply, please submit a resume in confidence to [morgan@harrisleadership.com](mailto:morgan@harrisleadership.com) quoting project #20107*