



Box 20193, RPO Towne Centre
Kelowna, BC V1Y 9H2
Administration: 778-478-7774
24-hour Line: 250-763-1040
kelownawomensshelter.ca

Administrative Supervisor

Location: West Kelowna

Hours: Mon - Fri (37.5 hours per week),

Wage: \$55,287 - \$63,440 per annum

Benefits: Comprehensive benefits package after probationary period

About Us

The Central Okanagan Emergency Shelter Society (COESS), operating as the Kelowna Women's Shelter (KWS), provides a range of services, with a focus on the education and prevention of domestic abuse as well as providing support services and programs for women and children, during and following an abuse crisis.

Exciting developments are underway at the Kelowna Women's Shelter as we prepare to launch our new state-of-the-art transition and second stage housing facility in West Kelowna. This expansion signifies our commitment to further enhance our programs and services.

As a result of this expansion, an incredible opportunity has emerged for a passionate Administrative Supervisor to join our team.

Job Summary

Reporting to the Director, Programs and Services, the Administrative Supervisor is responsible for the following:

- Overseeing and coordinating office administrative procedures for all KWS locations.
- Developing, reviewing, evaluating, and implementing new administrative procedures.
- Overseeing and providing administrative support to the Executive Director, Director, Programs & Services, Board of Directors, and other management staff as requested.
- Supervising administrative team members.

Administrative Supervisor responsibilities and duties:

- Carry out administrative activities for all Kelowna Women's Shelter locations.
- Develop administrative office policies and procedures and ensure procedures are followed.
- Coordinate and plan for office services such as cell phone ordering/tracking, IT ticket tracking; management of keys and passes, equipment, supplies, forms, disposal of assets as required, parking, maintenance, and security services in collaboration with respective managers.
- Assist in the preparation of the operating budget, maintain inventory and budgetary controls.

- Manage and assist with events, projects, meetings, workshops, and gatherings as needed.
- Compile data, prepare reports, manuals, and correspondence.
- Provide support to the front desk when required.
- Recruitment, training, performance management and payroll of reception team.
- Perform other related duties as assigned.

Qualifications & Experience

- Completion of a diploma in business or office administration.
- Minimum of three years' recent experience in office administration or related field.
- Strong knowledge and understanding of IT systems, proficiency in Microsoft Office along with the ability to quickly learn and adapt to new software.
- Proven experience as supervisor or relevant role.
- Excellent organizational, time management and multi-tasking abilities.
- Must have excellent interpersonal communication skills.
- An ability to creatively solve problems.
- An ability to engage with diverse populations in a respectful and culturally responsive manner.
- Knowledge of domestic abuse and its impacts.
- Ability to actively support a healthy organizational culture, teamwork, and collaboration.

Specific Requirements

- Valid BC Driver's license and own vehicle.
- Successful completion of Criminal Record Check

We thank all those who express interest in this opportunity, however, only those short-listed will be contacted.

Please visit our [careers](#) page to see more job opportunities.