



Employment Opportunity Administration Manager Full Time

The Valley Region Solid Waste-Resource Management Authority (Valley Waste-Resource Management), located in the beautiful Annapolis Valley, is a regional solid waste-resource management authority under the Environment Act. The Authority operates the municipal solid waste system for 7 municipalities in the Valley Region.

Valley Waste-Resource Management is seeking an energetic, enthusiastic and resourceful candidate to fill the full-time position of **Administration Manager** based in the Administration Office located in Kentville, Nova Scotia.

The Administration Manager reports to the General Manager and should be prepared to perform the key functions of the position, some of which are listed below:

- Serving as a key member of the management team participating in the collaborative approach for both day-to-day and long-term decision-making processes,
- Coordinating all aspects of meetings of the Board of Directors and any associated sub-committee activities which may involve performing some duties on behalf of the Interim Intermunicipal Services Board,
- Research and prepare reports for use by General Manager and other members of the senior management team,
- Coordinating all aspects of Information Technology needs including the development of the annual information technology budget,
- Participating in major and minor procurement activities and carrying signing authority on cheques and purchase orders,
- Participates in the creation, advertising and release of both low value and high value procurement documents
- Performs the duties of Regional Coordinator for Valley Region (Region 5) and attends all Regional Coordinator meetings,
- Assumes Regional Coordinator executive duties as decided by the Committee from time to time,
- Attends Regional Chairs Committee meetings and assumes Committee support roles as assigned from time to time,
- In consultation with the General Manager, participates in Policy Development and refinement,
- Maintains administration filing system,
- Manages multiple projects simultaneously prioritizing completion to meeting deadlines in a fast-paced environment.

The successful incumbent will have:

- College Diploma or University Degree with an administration specialty or equivalent experience
- Minimum of 3 years of experience with the public sector or equivalent in a private sector setting
- Proven proficiency with Microsoft 365 (word, excel, power point, publisher, etc)
- Proven communication skills both oral and written
- Excellent problem-solving skills
- Proven organizational and follow-through skills
- Unwavering flexibility in adjusting constantly changing work plans and priorities
- A valid Nova Scotia Driver's License.

This is a middle-management position based on a 35-hour work week. Compensation includes a competitive annual salary with a scale of \$68,622 to \$87,965 and comprehensive benefits and pension plans. This recruitment will remain open until the successful candidate is found. Please merge your cover letter and resume into one document. Submissions should outline the applicant's education, past experience, training and other related qualifications that would allow the applicant to successfully perform the duties of the position.

To Apply:

- Please demonstrate in your application how you meet the above qualifications.
- To apply for this position, please e-mail your application (cover letter/resume) to careers@vwrm.com or drop off a copy of your application in person at the offices of Valley Waste-Resource Management located at 90 Donald E. Hiltz Connector Road, Kentville, Nova Scotia.
- Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in termination of your employment. Checks may include one or all the following: references, employment verification, criminal background check; vulnerable persons clearance check and education confirmation.

The Valley Region Solid Waste-Resource Management Authority thanks all candidates for their interest; however, only those selected for an interview will be contacted.