



## **Employment Opportunity**

### **Office Manager**

Regular Full-Time TKC wage scale 9 \$47.65 - \$59.53

Reporting to the Executive Director, the Office Manager provides administrative assistance and support to, management and leadership and staff.

The Office Manager will supervise and work as part of the administrative team that includes the clerical and administration staff.

The Office Manager ensures that the TKC office is running in an efficient and effective manner

For a complete job description, contact: [rkufeldt@taan.ca](mailto:rkufeldt@taan.ca).

**As per policy, preference will be given to qualified TKC Citizens who self-declare in their cover letter and/or résumé**

**Closing date: Friday, May 27, 2022**

Please submit a cover letter and résumé to:

Human Resources Department

Email:

[humanresources@taan.ca](mailto:humanresources@taan.ca)