



## Office Manager

Counsel Public Affairs Inc. (Counsel) is seeking a highly motivated and experienced Office Manager to support the firm's day-to-day operations. This is an exciting opportunity for an individual who is seeking to be part of a growing team in an expanding professional services business with consultants and Registered Lobbyists across the country.

Started in 2004 in Ontario, Counsel is a government and public relations firm serving clients across the country. We operate a national professional services business that requires an understanding and respect of our role as Registered Lobbyists, the confidentiality of our clients, our services, and business operations.

The Office Manager is responsible for supporting the firm's executive leadership team. Reporting to the Managing Principal with day-to-day oversight by the COO, the role is considered part of the firm's management team, with access to highly confidential information.

To succeed in this busy, multifaceted role, the candidate must be ready and willing to bring enthusiasm, high-energy, professionalism, and maturity to the role. Strong and discreet client-service skills are also necessary. A self-starter and independent worker, the candidate needs to be result-oriented with a demonstrated ability to effectively prioritize workflow, juggle competing demands, and take the initiative, to identify what needs to be done.

We thank all applicants for their interest, but only those candidates selected for an interview will be contacted.

### Required Skills and Experience

- A university degree or college diploma in Office Administration with two years' experience as an Office Manager or a minimum of five years' experience as an Office Administrator
- Law Clerk education and/or experience an asset
- High proficiency with all MS Office programs, including Excel
- Exceptional organizational skills
- Proactive and excellent communicator
- Proven ability to multi-task and prioritize while producing high-quality work and meeting deadlines in a demanding environment
- Strong attention to detail and proofreading abilities
- Excellent command of the English language both written and verbal
- Proven ability and natural inclination to interact with people in a professional, respectful and diplomatic manner
- Ability to work effectively both independently with minimal supervision and as part of a team

Counsel Public Affairs Inc.

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[www.counselpa.com](http://www.counselpa.com)

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## **Roles and Responsibilities**

### ***Office Administration***

- Manage and execute detailed monthly client invoicing and payments
  - Timely monthly updating of detailed billing chart with all billing and contract information relevant for invoicing
  - Collect and summarize hours for clients that are billed hourly
  - Monitor, record expenses and prepare monthly expense reports for all Partners and staff; specifically track client expenses that need to be billed back
  - Coordinate invoicing with Bookkeeper
  - Reconcile corporate credit cards
  - Prepare cover letters and coordinate detailed billing letters with consultants
  - Monitor payments and ensure timely receipt of accounts receivables
  - Manage accounts payable and direct Bookkeeper to pay supplier and other invoices with approval from COO
  - Prepare and make bank deposits (not during Covid)
  - Maintain daily recording of ongoing monthly summary of deposits and direct electronic client payments and reconcile with AR details
- Support new business contracting and client registration for billing purposes
- Maintain referral spreadsheet for consultants for quarterly payments
- Maintain supplier agreement spreadsheet including phones, technology, and insurance and ensure timely annual renewals
- Coordinate all IT for the office and consultants including regular interaction with IT consultants relating to support and technology requirements
- Manage all onboarding and offboarding of staff including collecting and providing essential information, organizing all technology, setting up initial meetings and reviewing company procedures and policies
- Coordinate executive meetings including advance preparation of agendas, and review of draft materials and presentations
- Plan and coordinate events including developing critical paths and executing Counsel events, including events for staff and external events for clients and stakeholders (post Covid)
- Support PowerPoint and other presentation preparation
- Maintain and continue to improve tracking tools for various office management processes using up to date technology solutions

### ***Compliance***

- Under the direction and guidance of the Partner responsible for compliance, the Office Manager is responsible for developing and maintaining accurate lobbyist registrations at the federal, provincial, and municipal levels of government, including:
  - Prepare initial registrations and ensure all necessary information is received from clients and obtain client approval before submitting
  - Manage ongoing amendments of registrations as requested by consultants and Partners (notice of change) to reflect changes in client information and lobbying activities, and terminations

- Maintain and monitor annual renewal dates and government funding updates
  - Track and comply with changes to lobbyist registration requirements across jurisdictions
- Coordinate the firm's compliance with client NDA and privacy of information requirements
- Support the preparation of RFPs and responses relating to technical and compliance related matters, including determining insurance requirements
- Ensure compliance with AODA, OH&S and other regulatory/legislative business responsibilities

#### ***General Day-to Day Office Support Responsibilities***

- Provide general assistance to office tenants including signing for couriers, collecting rent, and general/basic MS Office instruction
- Provide initial contact for callers making general inquiries as well as greeting couriers, company guests and clients. (post-Covid)
- Maintain Counsel's email lists, ensuring the Constant Contact site is up-to-date and in compliance with federal anti-spam legislation
- Coordinate and book travel for consultants and Partners as required
- Provide MS Office support for consultants
- Plan and arrange both client and internal meetings including sending out invites, arranging venues, transportation, AV and catering
- Support the preparation and distribution of newsletters and updates
- Manage and maintain records, files, and data
- Daily administrative and facilities support including sorting and distributing mail, maintaining a clean and tidy office environment

#### **Why You Should Apply**

Counsel offers a congenial work environment, competitive compensation commensurate with experience, a full benefits program, and an opportunity to work part of your work week from home. Our benefits include health and dental coverage, competitive vacation packages, referral programs, and employee assistance programs.

During Covid we have implemented a work from home protocol. While we are considering our back to work transition post-Covid and the public health requirements, which will include a hybrid model, given the nature of this role, we anticipate it would require a minimum of three days in the office when the the pubic health measures allow for it.

We look forward to meeting the successful candidate and having a long-term professional relationship. Interested candidates are invited to submit a detailed resume in confidence to [dmcneil@counselpr.ca](mailto:dmcneil@counselpr.ca).

Counsel is an equal opportunity employer, committed to an inclusive and diverse workplace. We welcome applications from people with diverse backgrounds, identities, and cultures.

Counsel welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.