Operations Manager, OVC Shared Administrative Services

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Professional and Managerial Group

Operations Manager, OVC Shared Administrative Services

Ontario Veterinary College (OVC)

Temporary full-time from April 2016 to March 31, 2018

Hiring #: 2016-0149

Please read the Application Instructions [2] before applying

Reporting to the Chief Administrative Officer, OVC, the Operations Manager will be an active member of the Shared Administrative Services Management team. S/he will work closely with the Chief Financial Officer and the OVC SAS Senior Operations Manager and will be responsible for the financial and operational management of the day-to-day operations of two unique academic departments consisting of approximately 50 faculty who are located in 2 separate buildings.

The incumbent will work in partnership with the respective academic department Chairs to plan for and trouble-shoot the broad and diverse administrative activities of the departments, translating and analysing their operational needs in order to support teaching, learning, research and service objectives. The incumbent will:

- Maximize the availability and utilization of human and financial resources in order to meet operational needs arising from delivery of the Colleges DVM, BSc, graduate teaching, learning, research and service programs.
- Implement solutions, which manage logistics, optimize resource utilization, improve and sustain quality, and ensure continuous service with minimal downtime.
- Serve as a project sponsor working with College and University facilities management personnel to plan and implement projects.
- Co-supervise 2 direct reports with a range of administrative responsibilities

Requirements of this position include: Graduation from a 3 year community college program in Business Administration or Human Resources or a related field (undergraduate degree preferred) plus several years of related experience or an equivalent combination of education and experience. Demonstrated experience in developing financial reports and monitoring variances. Candidates should demonstrate analytical and problem solving skills; effective communication skills; strong initiative and leadership abilities. Above average organizational and interpersonal skills are essential. Advanced proficiency with Microsoft Office, in particular Excel required. Work experience in an academic environment will be considered an asset.

Classification P03*

Professional/Managerial Salary Bands [3]

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*Tentative evaluation

**Posting Date:** 2016 04 08  
**Closing Date:** 2016 04 15

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Links
[2] https://www.uoguelph.ca/hr/careers-guelph/how-apply