



ASSOCIATION MANAGER

The Island Equipment Owners Association is a contractors association that serves the Greater Victoria and Southern Vancouver Island area. The association was founded over 50 years ago in 1964 and serves the equipment contracting industry. The association was formed to create harmony among those operating in the heavy equipment, hauling and sand and gravel fields. This industry provides equipment for earth moving, land clearing and road building, and for the construction and maintenance of infrastructure managed by all orders of government. The association also prides itself in giving back to the community which it operates in.

We are currently seeking an Association Manager for the Victoria area. Our ideal candidate will be organized, have bookkeeping experience, have good communication skills verbally and written, be self motivated and have a strong work ethic. Knowledge of the construction industry, or a willingness to learn aspects of the industry, would be an asset. This is a part time position 30-35 hrs per week, which will require flexible hours.

QUALIFICATIONS

- Ability to manage administration of association
- Ability to organize and conduct meetings
- Ability to event plan
- Ability to work with Word, Excel, Outlook computer programs
- Ability to work with FreshBooks (or working knowledge of general accounting principles)
- Ability to manage social media and our website
- Ability to work independently, organize workloads and meet deadlines
- Must possess a valid BC Drivers License

Closing date for resumes is August 15, 2016

Please send resume and salary requirements to the IEOA Manager, 400 Burnside Road East, Victoria, B. C. V9A 1A8 or email ieoa@shaw.ca

No telephone inquiries please