



Sovereign Talent Search

Your Opportunity: Corporate Administration Manager

Employment Type: Regular, Full-Time

Location: Calgary, AB

Sovereign is looking for an energetic, innovative and customer focused Corporate Administration Manager to inspire, mentor and shape the Corporate Administration team. As an advocate for industry leading methods, you will explore dynamic and progressive approaches to create, manage and strengthen our administrative processes and enhance our workspaces to meet the needs of our employees and bring our culture and values to life. You will create and manage our fast paced and efficient office facilities operations across all locations providing both a consistent and fresh environment that helps to ensure that Sovereign continues to be an award-winning place to work.

Your Impact:

- Enhance facility service operations by coordinating renovation projects, capacity and space building initiatives, in conjunction with best practices and protocols.
- Leadership or active involvement with other internal initiatives and committees such as health and safety, sustainability, new employee orientation and our business continuity plan.
- Partner with outsourced facilities services vendors where required to ensure that best practices are created.
- Coach and develop the team, recruit and select talent, manage and reward performance, while fostering an agile culture to deliver on strategic objectives.
- Support financial functions, procurement, vendor management, contract management, employee services, and general office services.

Your Expertise:

- 10-12 years of facility management experience in a supervisory role, responsible for multiple geographic locations.
- Completion of a Facility Management Certificate, or, B.S. in Facility Management is considered an asset.
- Proven project management ability is required, possession of professional project management training would be considered an asset.
- Thorough knowledge of Health and Safety regulations, precautions and requirements related to office safety programs, usage of buildings and facilities.
- Exceptional writing skills, presentation and communication skills.
- An experienced multi-tasker, coordinator and self-starter.
- Ability to work well with multiple teams in a diverse, cross-functional environment.
- Able to travel between branch locations 30%.
- Bilingualism in English and French is an asset.

Your Next Steps:

To learn more about the impact you can make, apply to join Sovereign's talented team of professionals and stand out from the crowd!

Apply by email at careers@sovgen.com

*Please state the job title in your email subject line. All internal candidates must advise their immediate supervisor and Human Resources of their intention to apply for job postings within the group of companies prior to the first interview.

Application Deadline: December 21, 2018

The Sovereign General Insurance Company is a trusted source of risk solutions for Canadian businesses. Operating in six offices across Canada, Sovereign is a leader in empowered underwriting in commercial and specialty insurance operations. Sovereign is proud to carry an AM Best A- (Excellent) rating and to be recognized once again with Aon Hewitt Gold Level Best Small and Medium Employers in Canada for 2017. Canadian owned and operated since 1953, Sovereign is a part of The Co-operators group of companies, a leading Canadian provider of multi-line insurance products with assets of more than \$14.5 billion.

Why Choose Sovereign?

- We provide a comprehensive compensation and benefits package and encourage a positive work/life balance.
- We help you maximize your potential through ongoing training and educational opportunities.
- We focus on our people as our most important resource, the knowledge, expertise, creativity and empowerment of our insurance professionals sets us apart.

For more information about Sovereign, please

visit: http://www.sovereigngeneral.com/public_docs/careers/WhySovereign.php

The Co-operators group of companies is committed to providing a work environment that is inclusive and free of employment barriers and discrimination. Accommodations will be made for qualified applicants with a disability throughout the recruitment process. If you receive a request for an interview and you have a disability which will require an accommodation to support your participation, please consult with the hiring manager as soon as practical so that suitable accommodations can be arranged.