



## **Administrative Services Manager (Vancouver, BC)**

**Position:** Administrative Services Manager, Vancouver Bike Share Inc.

**Location:** Vancouver

**Hours of work:** 40 hrs a week

**Salary:** Based on experience.

**Start Date:** Flexible. August or September start date

Vancouver Bike Share is launching this summer with 1,500 bikes at 150 stations. Here's your once in a lifetime opportunity to be involved with the roll out launch of the program and the continued day-to-day operations.

### **Job Description:**

Vancouver Bike Share Inc, a subsidiary of CycleHop, North America's largest smart bike share operator, is looking for an Administrative Services Manager. The ideal candidate has a love for Vancouver's urban environment and recognizes the potential that a public bike share system has to make our city a better place to live, work & play. The ideal candidate will be enthusiastic, passionate, hard working and extremely organized. You will be responsible for working closely with the General Manager and Operations Manager assisting with the day-to-day operations. This includes but is not limited to: HR Management, Financial Management, Bookkeeping, Office Management, City contract compliance, writing & editing, and systems management. The ideal candidate must be obsessed with the details but also constantly be thinking and planning big-picture.

### **Responsibilities**

- Manage staff, timesheets & payroll
- Manage finances, A/R and A/P
- Manage office space
- Oversee and comply with the City contract & provide reports
- Assist with tasks assigned by the General Manager
- Assist with tasks assigned by the Operations Manager
- Onboard and manage vendors
- Liaise with City staff

- Assist with day to day operations
- Assist with office administration

**Note:** The above description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. All personnel may be required to perform duties outside of their normal responsibilities due to the nature of work performed to accomplish CycleHop's and Vancouver Bike Share's mission.

**Required Skills and Experience:**

- Degree or diploma in a relevant field
- Minimum three years of experience in Administration, HR & Financial Management
- Excellent organization and communication skills
- Basic computer skills, knowledge in Google Drive is an asset
- Proficiency in QuickBooks
- Proficiency using HR management/ scheduling software
- Excitement and interest in bike sharing

**To apply, please send a resume and cover letter to this job posting.**

**Deadline for applications is Thursday, August 25, 2016 at 5pm.**

Interviews will take place Monday and Tuesday, August 29 & 30.

**About The Industry**

Bicycle sharing is a healthy and sustainable form of active transportation in which bicycles are made available for shared use by individuals on a short-term basis. Proven to be incredibly successful in over 800 cities around the globe, bike share provides a fun and healthy way to commute to work, zip around town and explore a city by bike. By 2017 it is projected that over 100 cities in North America will have bike share programs. Similar to car share, bike share is a fast growing industry.

**About The Company**

Vancouver Bike Share is part of the Cyclehop family, the largest 'Smart Bike' bike share operator in North America, managing municipal bike share programs in over 15 cities.

**Diversity and Equal Opportunity Employment:** Vancouver Bike Share Inc. is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans' status or any other legally-protected factors.