

ADMINISTRATIVE OPERATIONS MANAGER

Permanent Position | Start Date: December | 35 hrs/week | \$34.75/hr | Montreal (NDG)

Application Deadline: Friday, November 20th, 2026, at 5 p.m.

JOIN THE DEPOT — *WHERE FOOD FUELS SOLIDARITY*

Founded in 1986, The Depot Community Food Centre is a community-based nonprofit rooted in Notre-Dame-de-Grâce, Montreal. We believe that nourishing food is a right, not a privilege. From fresh groceries to shared gardens, cooking workshops to advocacy, we respond to immediate needs while building community health and working toward a future where everyone has access to healthy food and a voice in transforming the systems that affect their lives.

ABOUT THE ROLE

The Depot is seeking a Manager, Administrative Operations to manage and oversee the organization's day-to-day administrative activities, ensuring they are reliable, efficient, and responsive to its needs.

At The Depot, administrative operations include managing and coordinating office operations, supplies and physical resources, as well as facilities, vehicles, shared technology and systems, contracts, and external service providers. Work requiring specialized technical expertise, particularly in IT and systems maintenance, is outsourced to external service providers, whose work the Manager coordinates and monitors.

Reporting to the Co-Executive Directors, the Manager takes responsibility for routine administrative operations, sets priorities, makes decisions within their area of authority, and ensures that tasks are completed on time.

The Manager works closely with different teams to anticipate needs, resolve problems, improve processes, and provide effective administrative support. They also supervise two support staff members, setting priorities, overseeing their work, and monitoring results.

We are looking for someone who is independent, organized, and proactive, with excellent judgment, the ability to manage multiple priorities, and a practical approach to improving work processes.

YOUR RESPONSIBILITIES

Administrative Management & Process Improvement

- Ensure the smooth running of day-to-day administrative operations and coordinate internal support services.
- Plan and coordinate administrative activities, establish priorities, and follow up on tasks, requests, and deadlines.
- Identify operational inefficiencies and risks, and implement practical solutions to improve practices and processes.

- Lead cross-functional projects to improve administrative operations involving multiple teams, particularly in technology, systems, and infrastructure.
- Establish and monitor performance indicators to assess the quality and effectiveness of administrative services, compliance with procedures, and progress on improvements.
- Establish communication and follow-up mechanisms that allow teams to identify their needs and receive appropriate support.
- Supervise the administrative support team, including assigning responsibilities, overseeing work, supporting professional development, and monitoring results.

Facilities, Vehicles & Equipment

- Ensure facilities and shared spaces are functional, safe, and well-maintained by identifying needs and risks and establishing priorities for intervention.
- Plan and coordinate preventive maintenance, repairs, improvement projects, and emergency interventions in collaboration with relevant teams and service providers.
- Manage vehicles, equipment, and other physical assets, ensuring they are maintained and available to support The Depot's activities.
- Coordinate major vehicle and equipment purchases and replacements, in accordance with approved budgets and delegated authority.

Technology, CRM Platform & Shared Systems

- Assess needs related to shared technology and systems, and coordinate necessary improvements to support the team's day-to-day work.
- Oversee the administration of shared technology and systems, including access management and operational support for the CRM platform, in collaboration with relevant teams and external technical service providers.
- Coordinate the implementation of approved new systems and significant technological changes, acting as a liaison between internal teams and external specialists responsible for technical work.
- Ensure that necessary documentation, guides, and training are available to facilitate the use of shared tools and systems.

Vendors, Contracts & Purchasing

- Manage relationships with vendors and service providers, monitor contracts and renewals, and ensure service quality and the resolution of issues.
- Coordinate procurement processes for major purchases and projects, ensuring compliance with procedures and thorough follow-up.
- Manage budgets within their area of responsibility, monitor spending, and ensure efficient use of resources, while identifying financial risks, cost-saving opportunities, and investment needs, in accordance with approved budgets and delegated authority.

YOUR EXPERIENCE & QUALIFICATIONS

- Relevant experience in operations management, administration, project management, or a related field, with a demonstrated ability to coordinate multiple functions, manage competing priorities, and ensure thorough follow-up independently.
- Excellent judgment and the ability to assess needs and risks, solve problems, make decisions independently, and recognize situations requiring consultation with management.
- A broad organizational perspective and the ability to understand how processes, technologies, and different teams interact to identify opportunities for improvement.
- Experience improving operational processes and implementing changes involving multiple teams.
- Experience supervising staff, setting priorities, delegating responsibilities effectively, and monitoring results.
- Comfort with technology and shared digital systems, with the ability to coordinate external technical service providers.
- Excellent interpersonal and communication skills, including the ability to collaborate across teams and support staff through changes.
- Good written and spoken French. Functional knowledge of English is required to communicate, when needed, with English-speaking service providers and partners as part of the role's responsibilities.
- Experience managing vendors or external service providers, including monitoring contracts and service commitments.
- Alignment with The Depot's mission and commitment to equity and social justice.

ASSETS

- Experience managing facilities, equipment, or occupational health and safety.
- Familiarity with Salesforce or another CRM platform, as well as tools such as Google Workspace, Asana, Jotform, or similar platforms.
- Experience working in a nonprofit or community organization.
- Experience managing resources and monitoring operational budgets, with a good understanding of financial procedures.

WHAT WE OFFER

- **Permanent, full-time position** (35 hours/week, Monday–Friday, 9:00 a.m.–4:30 p.m.).
- **Salary: \$34.75/hour.**
- **Group health insurance** including partial dental coverage and up to \$2,000 per year for mental health support (after probationary period).
- **Over 6 weeks of paid time off per year** (including paid vacation, a paid summer closure week in August, additional time off during the winter holidays, nine health days, and paid statutory holidays).

TO APPLY

Please submit your **CV and cover letter in a single document (Word or PDF)** with the subject line **“Administrative_Operations_Manager”** to **Tsion Mariam Sisaye** at emploi@depotmtl.org by **Friday, November 20th, 2026 at 5 pm**. All applicants will receive confirmation of receipt. Only those selected for an interview will be contacted. Applications will be reviewed on a rolling basis.

INCLUSION MATTERS — We value diverse lived experiences and identities and are committed to building an inclusive team. If you don't meet every requirement but are excited about the role and our mission, we encourage you to apply. Accommodations are available upon request throughout the hiring process.