



Job Title: Administrative Coordinator –Full time
Reporting To: Executive Director or Designate

JOB SUMMARY RESPONSIBILITIES:

The Administrative Coordinator is responsible for the co-ordination of office operations, procedures and resources to facilitate organizational effectiveness, expense and cost efficiencies for the Head office and the satellite office locations. The position supports the Executive Director or Designate in all aspects of operational management, fundraising, financial processes, with effective implementation and execution and follow through.

The position works with the Director of Development and the Director of Programs as needed and as required. The position holds a high level of confidentiality, professionalism and trust with respect to all employees in the organization.

Duties and Responsibilities:

- Provide assistance to staff and leadership team
- Create, prepare, and deliver reports
- Receive and forward communications
- Organize meetings and meeting schedules
- Perform clerical duties, such as filing, faxing, answering phone calls, and responding to emails
- Coordinate human resources to handle payroll and personnel databases
- Work with accounting departments to process invoices, accounts payments, and track receipts
- Ensure conference rooms and other meeting spaces are prepared prior to use
- prepare meeting agenda and distribute minutes accordingly
- Ensuring that the office is well-maintained, organized, supplies ordered as needed
- Prepare tax receipts in accordance with CRA guidelines
- Any other duties as assigned

Qualifications:

- Post-Secondary diploma or degree in office administration may be preferred
- Previous administrative experience a necessity
- Experience with Microsoft Office Suite
- Familiarity with tax receipting platforms
- Excellent interpersonal and written/verbal communication skills
- Ability to handle multiple tasks and duties simultaneously
- Ability to work independently and as part of a professional team

Must have a valid Drivers' License and a reliable vehicle.

Selected applicants will be required to provide a satisfactory Police reference check.

Please forward your resume and cover letter to:

Admin.nwn@bigbrothersbigsiseters.ca by 5 p.m. Friday November 5, 2021.

Only those selected for an interview will be contacted.

For more information about our Mentoring organization, visit our website at www.bbbsmentors.ca