

JOB DESCRIPTION
Administrative Coordinator

The Administrative Coordinator will perform a variety of administrative and clerical tasks. Duties include providing support to our staff, assisting with daily office needs, and managing our company's general administrative activities. Working in a fast-paced environment, the Administrative Coordinator must have a positive attitude and demonstrated ability to prioritize workflow. A strong client-service orientation and excellent business, organizational, technology, interpersonal and communication skills are also required.

RESPONSIBLE TO:

The Director of Finance & Operations

RESPONSIBILITIES:

- Supporting the coordination of the president's schedule.
- Supporting the administration of committee work and projects.
- Planning, taking detailed minutes and creating agendas for various committee meetings.
- Writing and distributing various forms of communication externally.
- Assisting in the preparation of regularly scheduled reports.
- Maintaining a filing system on SharePoint.
- Working with vendors to ensure smooth and accurate scheduling.
- Maintaining contact lists.
- Booking travel arrangements.
- Providing general support for inquiries via email and phone.
- Financial coordination with input from DFO.
- Other duties as required.

QUALIFICATIONS:

- Post-secondary education in business administration, Office Information Technology or a related field.
- Minimum of 5+ years of experience.
- Extensive computer proficiency in a Microsoft Windows environment (including applications such as Word, Excel, PowerPoint, Teams, SharePoint, Outlook, etc.), paired with a knowledge base of accounting programs and principles.
- Knowledge of financial policies and procedures and using accounting software.
- Excellent organizational, time management, interpersonal, and written and oral communication skills.
- Understanding of ethical behaviour and best business practices.
- Able to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Able to make clear, timely decisions that are in the organization's best interest after assessing situations to determine their importance, urgency and risk.
- A team player with a positive attitude.
- Consistently displays discretion, diplomacy, problem-solving, professionalism and confidentiality.
- Able to multi-task and work independently in a dynamic and diverse environment with numerous interruptions and changing priorities.

BENEFITS:

- \$42,000 Annually
- Comprehensive benefits plan
- RRSP Matching Contributions
- Flexible schedules
- Mental Health Services
- Hybrid working environment: in-office and remote work
- Healthy Lifestyle benefits
- Lifestyle Benefits
- Paid holiday leave in December (in addition to regular vacations)

Send combined resumes and letters to Natasha@edunova.ca by EOB December 12th, 2023.