



Job Description – Senior Administrative Coordinator

Title

Senior Administrative Coordinator

Reports To

Associate Director

Summary

The Senior Administrative Coordinator ensures the efficient operations of our head office in Vancouver. Primarily responsible for a wide variety of administrative duties in support of the Chief Executive Officer (CEO), Associate Director and other senior management members. This include but are not limited to meeting and event logistics, coordinating and communicating office activities, reception duties, minute-taking and distribution, scheduling, managing business license, office equipment contracts, health and safety, and general troubleshooting. Other duties shall be assigned as necessary.

Duties

Office Management

- Provide direct administrative and office management support
- Refer and/or redirect calls, e-mails, or visitors as required.
- Manage incoming and outgoing courier and mail
- Manage office supplies inventory, office furniture and other equipment
- Assist in the management of building security, such as the assignment of keys and alarm codes for approved personnel
- Manage janitorial, cleaning, repair, and maintenance service provider contracts and service level agreements
- Ensure the office facilities are in compliance with safety regulations
- Prepare draft reports, statistics, background documentation, and research
- Manage accounting bookkeeping and record keeping, including entering, balancing and reconciling accounting records
- Oversees client file maintenance including Intake & Discharge Packages
- Assist with any IT related support which includes computer, cell phone and software support
- May be required to visit other sites for administrative coverage or support
- Coordinate meetings, seminars, workshops, special projects, and events.
- Any other related duties

Executive Support

- Provide administrative support to the Chief Executive Officer and Associate Director
- Provide additional support to other senior management members
- Act as communication conduit between internal and external parities
- Process invoice/expense reports in a timely manner and in accordance to accounting policies
- Prepare travel schedules, book travel arrangements, and make reservations for senior management and executive staff.
- Coordinate logistics for meetings, seminars, workshops, special projects, and events.
- Assist with the preparations of reports, statistics, and other projects
- Serve as an information resource on organizational practices, policies, and procedures
- Review all documents, reports, and correspondence prepared for executive signatures for format, content, grammar, spelling and make edits as necessary.

Requirements

- Secondary School Diploma required.
- Post-Secondary Diploma in Administration, or relevant discipline, preferred.
- 5-7 years' experience in an Administrative role required
- Strong knowledge of office procedures and practices.
- Keen attention to details, resourceful and flexible.
- Technology savvy; proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point).
- Experience working in a Non-Profit organization is an asset

Working Conditions

- This is a union position.
- Current First Aid and Clear Criminal Record Check
- Travel to different sites may be required
- Vehicle preferred for this position; must have class 5 driver's license.
- Attend team meetings and mandatory agency day training/presentations.
- Union membership is required for this position.

Start Date: As soon as possible
Position Type: Temporary vacancy 35 hours per week
Reports to: Associate Director
Location: Vancouver
Union: This is a union position
Benefits: Casual benefits upon completion of probation
Salary: Grid Level 14, Step 5, \$28.02
Posting Date: January 18, 2018
Closing Date: **January 25, 2018 at 4:30pm**



HEAD OFFICE/VANCOUVER NE
101-2780 East Broadway
Vancouver, BC V5M 1Y8

MAPLE RIDGE
22323-119th Avenue
Maple Ridge, BC V2X 2Z2

TRI-CITIES
2062 Manning Avenue
Port Coquitlam, BC V3B 1L6

NORTH SHORE
301-255 West 1st Street
North Vancouver, BC V7M 3G8

VANCOUVER NW
201-460 Nanaimo Street
Vancouver, BC V5L 4W3