



JOB POSTING

Administrative Coordinator

Full Time

Better Living Health and Community Services has an opening for the position of Administrative Coordinator. This position is responsible for coordinating the administrative functions of the organization including general office operations, IT services and database management. This position is also responsible for providing support to management committees and the Board of Directors. The Administrative Coordinator reports to the Manager, Administration and Human Resources.

The Successful Candidate for this Position Must Have the Following Qualifications:

- A minimum of 2 years of office administration experience in a busy office environment
- A 2-3 year college diploma; university degree is preferred
- Completion of post-secondary office administration program is an asset
- A minimum of 1 year of experience working with a Board of Directors and taking meeting minutes
- Experience providing support to a senior management team
- Proficient in the use of computers, with advanced Excel skills
- Strong written and verbal communication skills
- Ability to train staff members on various systems and procedures
- Ability to multi-task in a busy environment
- High degree of professionalism and dedication to self, coworkers and clients
- Excellent customer service skills
- Strong interpersonal and organizational skills
- Ability to work independently or in a group setting
- Successful completion of *Vulnerable Sector Screening* within one month of employment

The Successful Candidate for this Position Must be able to:

- Assist with the design and implement office policies, establishment of standards and procedures, and organization of office operations and procedures
- Coordinate general office administration including ordering of supplies, arranging purchase or repair of equipment and organizing office moves
- Ensure smooth operation of computers and IT services; responsible for coordinating IT requests with the IT Consultant
- Assist with database management and compilation of mailing lists
- Provide support to Board of Directors and various committees of Better Living Health and Community Services, Better Living at Thompson House and Better Living Charitable Foundation
- Maintain the telephone systems (including wireless contracts)
- Coordinate contracts related to office equipment (i.e. photocopiers)
- Arrange room bookings for staff meetings
- Adhere to the Policies and Procedures as outlined in the Personnel Manual

SALARY: Commensurate with experience.

Please email or fax your cover letter and resume to Human Resources by January 15, 2019 at 5:00pm:

E-Mail: hr@betterlivinghealth.org

Fax: 416-510-1104

Please quote ***“Administrative Coordinator”*** on the cover letter and e-mail subject line.

Better Living is an equal opportunity employer and is in accordance with the Ontario Human Rights Code, Employment Standards Act and Accessibility for Ontarians with Disabilities Act. Applicants need to make their request for accommodation known when contacted. Thank you to all who express interest in this position and we welcome all resumes however only those granted an interview will be contacted. No phone calls, please. Thank you.