

Office Coordinator

Job Title:	Office Coordinator
Salary Range:	\$43,000 – \$50,000 annually
Position Type:	Permanent, Full-time (37.5 hrs/week)
Reports to:	Executive Director

Summary

EnviroCentre brings environmental change to life by offering people, organizations and communities practical solutions to lighten their environmental impact in lasting ways. With a focus on greenhouse gas reduction, we concentrate our efforts in three areas:

- Healthy, efficient homes
- Connected, environmentally aware organizations
- Engaged, sustainable communities

Overview of the Position

The Office Coordinator is an experienced and energetic team player that provides administrative support to the Executive team and Board of Directors, manages day-to-day office procedures, and leads human resources, facilities and IT management.

Job Duties

Office Administration (50%)

- Ensures accurate record keeping of corporate files, policies, records and documents (electronic and hard copy)
- Manages inbound/outbound mail, including priority post, packages, courier services and other correspondence
- Manages offices supplies inventory and replenishes stationary and equipment
- Supports the finance function by mailing cheques, making deposits and administering petty cash
- Manages corporate credit card use and compiles receipts for monthly credit card reconciliation
- Schedules monthly staff meetings, prepares agendas and takes minutes
- Coordinates travel arrangements as well as other activities such as meetings, workshops and events

Human Resources Management (20%)

- Interprets and communicates Human Resources policies and updates as required
- Oversees the employee benefit plan, and acts as a resource for employees
- Leads recruitment, interviewing and onboarding of new employees
- Maintains personnel files and employee training records
- Supports with volunteer management, as required

Support to Board of Directors (15%)

- Supports the preparation of specialized and recurrent reports, Board packages, briefing materials and other communications



- Schedules and attends Board of Directors and Board Committee meetings and takes comprehensive meeting minutes
- Administers the Board of Directors dropbox account and updates regularly
- Schedules and coordinates the Annual General meeting, and supports with the recruitment and onboarding of new Board members

Facilities & IT Management (15%)

- Negotiates and manages facilities and IT-related service contracts and agreements for third party suppliers and/or service providers, including custodial services, telecommunications and insurance
- Monitors service-provider invoicing and reconciles discrepancies when required
- Manages equipment inventories, including IT assets, software tracking, and technical equipment
- Participates on the Joint Occupational Health and Safety Committee and responds to facilities-related requests

Other

- Participates in internal EnviroCentre committees and activities which support broader organizational objectives
- Works in accordance with applicable health and safety legislation, policies and procedures
- Other duties as required

Job Requirements (Education, Experience, Skills and Knowledge):

- Certificate/diploma in Business or Office Administration, or related field
- Minimum of five years relevant experience in office administration, executive support and human resources management
- Advanced knowledge of MS Outlook and MS Office (Word, Excel and Power Point)
- Strong knowledge of business procedures, including procurement, travel, human resources, etc.
- Bilingualism (English/French) a strong asset
- Previous experience working with a Board an asset
- A general understanding of sustainability and environmental issues an asset

Competencies:

- Excellent communication skills, both written and verbal
- Strong organization and time management skills
- Ability to think and work proactively, anticipating needs and effectively problem-solve issues
- Proven ability to multi-task in a fast-paced office environment
- Exercises sound judgment and decision making
- Keen attention to detail
- Ability to work in a team environment and independently
- Demonstrates tact, discretion and confidentiality



Working Conditions:

- Small office environment with frequent computer use
- May require attendance at offsite meetings
- May require overtime

EnviroCentre is an equal opportunity employer. We recognize the importance of a diverse workplace and encourage applications from all qualified candidates including women, members of visible minorities, persons with disabilities, and aboriginal peoples.

EnviroCentre is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise us in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

To Apply

Please submit your cover letter and CV to hr@envirocentre.ca or in person at EnviroCentre, 366 Rideau Street. **Note:** If a CV is dropped off in person, please also send an electronic copy.

Closing date:

Sunday, February 26, 2017 at 11:59 pm

Anticipated start date:

Immediately

Important:

Please ensure your CV file (PDF) includes your first and last name and the reference number COR10002 (ex. Jane_Doe_COR10002.PDF). Please also put the reference number COR10002 in the subject line of your email.

We thank all applicants for their interest, however only candidates selected for an interview will be contacted.

