

JOB OFFER



ONE (1) ADMINISTRATIVE COORDINATOR (P21-01)

Permanent position, non-unionized - Rockland (Full time, flexible as needed)

SUMMARY: Under the supervision of the Valor & Solutions Director, the administrative coordinator performs a variety of functions related to administrative activities and the proper management of the calendar of events and training. In addition, the administrative coordinator supports the Projects and Training Coordinators in certain tasks related to their current assignments. The administrative coordinator is assigned to all of the team's projects from near or far, and provides adequate support for the proper functioning and success of each of the projects. He actively participates in brainstorming and team meetings.

REQUIREMENTS AND QUALIFICATIONS :

- Post-secondary diploma in administration, secretarial work or equivalent;
- Five (5) years of experience in the field of administrative support and/or public relations;
- Ability to perform administrative duties : planning, decision-making, problem-solving and information evaluation.
- Have communication skills and competences and offer a service that aligns with the values of the organization.
- Ability to organize one's work accordingly priorities;
- Ability to communicate effectively in English and French, orally and in writing;
- Advanced writing and editing skills, in French and English;
- Good organizational skills;
- A keen eye for detail and a critical eye for safeguarding all projects;
- Have basic knowledge of accounting;
- Ability to work in a team and independently;
- Excellent knowledge of the Microsoft suite (Excel, PowerPoint & Word), social media and internet resources;
- Have a driver's license and have a car available.

MAIN TASKS:

- Coordinate training activities and events, including planning of premises, necessary equipment, etc.
- Prepare and revise educational documents, evaluation forms, certificates of attendance and others related to training and events;
- Ensure follow-ups with trainers and speakers as well as manage registrations, invitations and reminders of participants;
- Manage phone calls and emails from the general mailbox, and send to the people concerned or make the necessary follow-ups;
- Offer support to the other coordinators and the director (research, correspondence, reports, etc.);
- Compile annual data and statistics in a report and update it daily;
- *Presses Valor* management (orders, inventory, publication of new books (ISBN), printing books with the printer, billing tracking, etc.);
- JOOMLA online calendar (additions, updates, etc.);
- Service agreements with partners, trainers, speakers, etc.);
- Follow-up with finance for invoicing and payment of invoices (training, events, projects, etc.);
- Management of the online training platform DIDACTE (registrations, additions (content, reports, updates);
- All other related tasks.

ANNUAL SALARY: \$47,091 to \$60,130 (in regards with professional experience, skills and education)

Candidates will be screened on their level of written and oral bilingualism throughout the selection process.

Please send your application with the competition number clearly identified no later than November 8th 2021, at 4:00 pm, by email to emplois-jobs@valorispr.ca

We thank all applicants; however, we will only communicate with successful applicants.

Please note that we adhere to the principles of the *Accessibility Act*. Thus, if you need special accommodation (technical support, accessibility, etc.) during the selection process, please contact Isabelle B nac at (613) 677-1029 as soon as possible so that the appropriate measures can be taken to facilitate your full participation in the process.

We also subscribe to the principles of employment equity.