



ONE (1) ADMINISTRATIVE COORDINATOR
Permanent position, non-unionized - Ottawa
(Full time, flexible as needed)

SUMMARY: Under the supervision of the Director and Manager of clinical operations, the Administrative coordinator is responsible for a full range of administrative support tasks. The right candidate has excellent oral and written communication skills, interpersonal skills as well as the ability to offer information and services to the people served by the organization and its partners. The administrative coordinator must be able to make quick and effective decisions, group tasks in order to promote efficiency as well as exercise intuitive judgment. They must be able to follow the direction that are given to them as well as be able to work independently to support the goals, projects and activities of the organization in an appropriate and professional manner.

REQUIREMENTS AND QUALIFICATIONS :

- College diploma or university degree in business administration or a related field;
- Three (3) years of experience administrative support and/or executive assistance;
- Thorough knowledge of IT tools, graphic design, Microsoft Office and internet sources;
- Experience in preparing and correcting correspondence including letters, memos, reports, charts, presentations, etc.
- Demonstrated ability to take initiative regarding best practices in administration, communication and office management;
- Demonstrated skills to multi-task in a fast-paced environment, ability to plan, prioritize and organize individual/group activities and processes;
- Demonstrated ability to work as part of an interprofessional team;
- Bilingualism (French and English), both oral and written, is essential;
- Ability to work well under pressure and organize workload according to multiple priorities as well as tight deadlines;
- Excellent organizational skills and ability to self-motivate.

MAIN TASKS:

- Act as a resource and administrative point of contact for the Director, the Manager of clinical operations as well as internal and external stakeholders;
- Assist in the elaboration and planning of projects in order to ensure efficient service and organization of the office;
- Perform administrative and clerical duties, including correspondence, translation, report preparation, receiving phone calls and emails, mailing (internal and external), scheduling travel and preparing invoices;
- Provide support with the management of the Director and Manager of clinical operations' schedules;
- Coordinate meetings, collating meetings agendas, transcribe meeting minutes as well as coordinating follow-up actions;
- Provide administrative and logistical support during management and board meetings;
- Develop and implement an efficient filing and archiving system as well as manage databases;
- Maintain the inventory of office supplies, anticipate needs and ensure the operation and maintenance of all equipment;
- Greet visitors coming to the office;
- Assist new employees with their orientation to the organization;
- Support with the referral to services and help with the database;
- Work closely with our external partners;
- All other tasks required to achieve organizational objectives.

ANNUAL SALARY: \$48,038 to \$62,933 (in regards with professional experience, skills and education)

**Please send your application no later than July 8th, 2022, at 4pm,
by e-mail at emplois-jobs@valorispr.ca**

- Valor & Solutions adheres to the principles of the Accessibility Act. If you require special adaptation (technical support, accessibility, etc.) during the selection process, please contact Stéphanie Presseault at 613-673-5148, ext. 2370 to ensure that appropriate measures can be taken to facilitate your full participation in the selection process.
- We also subscribe to the principles relating to employment equity to ensure that our workforce is representative of the Prescott-Russell and Ottawa community.
- Working with a vulnerable clientele, Valor & Solutions advocates and encourages its staff to complete a full vaccination against COVID-19. A candidate who confirms that he/she is fully vaccinated (and submits proof) will be highly considered.