## JOB DESCRIPTION

| **Title** | ADMINISTRATIVE COORDINATOR | | |
| --- | --- | --- | --- |
| **Reports To** | [Insert Name/Title Here] | | |

**Job Purpose**

The Administrative Coordinator is charged with creating and executing schedules and meetings, creating and tracking budgets, communicating with staff or members who require assistance and keeping organized records.   
  
This role involves performing clerical, bookkeeping, and administrative tasks as well as serving as a point of contact for internal/external employees, collaborators, management and members.  
  
The Administrative Coordinator will also assist in the planning, execution and follow-up of all events and trade missions. An excellent Administrative Coordination will possess superior time management skills and be able to prioritize a busy workload while efficiently completing deliverables.

**Key Responsibilities**

Key responsibilities include, but are not limited to the following:

Bookkeeping/Financial

* Perform bookkeeping duties
* Prepare invoices for:
  + Accounts receivable
  + Accounts payable
  + Monthly bank reconciliations
* Assist in preparing the annual budget
* Work with external accountants to complete year end statements and on audits
* Track, organise and store financial information/reports

Trade Missions

* Collect participant information and profile pictures
* Shipping of materials pre/post events
* Send follow up emails

Industry Events

* Assist with event planning/organising
* Follow up emails
* Shipping of materials pre/post events

Meetings

* Schedule meetings and send out reminders as needed
* Create and send out Zoom links/other meeting links
* Document and distribute meeting minutes

Social Media

* Create social media posts and collect posts from members

Customer Service

* Respond to any inquiries from members
* Handle standard responses/referrals
* Host family recruitment events and campaigns
* Manage all information within databases

Data Collection:

* Follow up with members for annual enrollment data

Collaborative Advertisements:

* Perform promotions for new opportunities and collect interest from potential collaborations
* Perform invoicing
* Manage duties related to ad changes

Other

* Manage and route phone calls/email appropriately
* Coordinate with senior management/HR as needed to manage payroll/other personnel tasks
* Liaison with other employees/departments/management as needed to organise day-to-day activities
* Additional duties as required or assigned

**Core Competencies**

* Effective and efficient communication skills via verbal, and written methods in English.
* Proficiency in French is an asset.
* Ability to work effectively within a remote environment and as part of a remote team.
* Excellent time management and ability to prioritize a heavy workload while efficiently completing deliverables according to set timelines.
* Exercises considerable judgement and discretion.
* Works well independently with minimal direct supervision and collaboratively within a remote team environment.
* Capable of self-motivation and resourcefulness.
* Demonstrates the ability to multi-task while remaining detail-oriented and organized.

**Key Qualifications**

* Minimum X years experience in an administrative support role.
* Minimum X years’ bookkeeping experience.
* High school diploma or General Education Diploma required. Additional qualification in Business Administration or other relevant fields is considered an asset.
* Knowledge of various bookkeeping software such as Quickbooks Online.
* Proficiency with Microsoft Office Suite (Word, Excel, PPT) and Google Docs
* Payroll experience is an asset.
* Knowledge and experience with social media for business is an asset.

**Working Conditions**

* The standard workweek for this position is approximately 15-20 hours.
* The standard business hours for this position are [insert core hours].
* Hours worked outside of the standard work schedule may be required [Remove if not applicable]
* This position is remote.
* Internet connection and an active phone line are required for the role. The company will provide a monthly budget for expenses.
* Extended periods of time sitting/utilizing screens/phones required.