



University  
of Victoria

<b>Job Title</b>	<b>Administrative Coordinator</b>
<b>Start Date</b>	February 12, 2018
<b>Length of Contract</b>	Until March 31, 2018, with possibility of yearly renewal
<b>Reports to</b>	Operations Manager

### **What is CanAssist?**

CanAssist is a university-based organization dedicated to developing and delivering technologies, programs and services that improve the quality of life of those with special needs. More information on CanAssist can be found at [www.canassist.ca](http://www.canassist.ca)

### **Position Description:**

Reporting to the Operations Manager, the Administrative Coordinator provides administrative support to the Executive Director as well as other members of the management team. The Administrative Coordinator must be able to function effectively with a demanding workload, the nature of which requires a good understanding of priorities and priority setting, a high degree of accuracy and an eye for detail.

### **Responsibilities:**

- Supports other members of management team as required.
- Maintains Executive Director's calendar, schedules meetings, makes all necessary arrangements, prepares agendas with pertinent background information, tracks action items, takes and distributes minutes as required.
- Prepares and proofreads routine correspondence, ensuring the response is clear, concise and messaging is consistent, and that the tone and format meet organizational standards.
- Conducts research, collects and analyses information upon request.
- Liaises between the Executive Director as well as other leadership team members both internal and external to the organization.
- Provides support for the CanAssist Executive and CanAssist Advisory Board and other key CanAssist committees, working groups and meetings.
- Provides general clerical services including: keyboarding; data entry; PowerPoint presentations, updating of charts/diagrams for departments; and ad hoc department requests.
- Provides administrative support relief for illness, vacation, or other unplanned absences.
- Covers reception duties as needed.
- Provides back up relief for Client Relations.
- Other duties as required.

### **Accountabilities:**

- Excellent interpersonal and communication skills for relating effectively and collaboratively both verbally and in writing.
- Ability to problem-solve using strategic thinking, diplomacy and sensitivity.
- Ability to exercise initiative, good judgment, tact and diplomacy in handling executive office duties that are critical to the reputation and positive image of the organization.

- Strong organizational skills to work independently, and as a team member while responding to changing priorities to meet often demanding deadlines in a fast-paced environment, amid constant interruptions and often under pressure.
- Displays impeccable attention to detail and accuracy in all work and has the ability to anticipate the needs of others while demonstrating a commitment to service quality.
- Is proactive and takes action without being prompted; doesn't wait to be told what to do or when to do it; has a strong results orientation.
- Asks for assistance and advice when managing priorities and associated timelines could be compromised.
- Takes personal accountability for performance and contributes effectively to the team.
- Consistently does what is required to ensure that work is completed within established timelines.
- Is resourceful in finding ways to accommodate requests and make the best use of available assets.
- Goes beyond simply what is requested to find creative ways to complete a task or add value.
- Effectively uses programs such as: MS Office Suite, SharePoint 2013 and Adobe Professional. Is proficient in the use of general office equipment.
- Conducts necessary research to locate required information and identify options, accessing external information when necessary.
- Learns new processes and techniques quickly in response to organizational needs.
- Effectively prioritizes multiple requests from a variety of sources, ensuring priority is given to appropriate tasks.
- Adjusts to changing priorities appropriately by displaying flexibility and willingness to reorganize tasks.
- Uses time management tools (task lists, calendar / planner, etc.) effectively to ensure that timelines are met.
- Coordinates the gathering and organizing of required documents to meet the organization's needs.
- Records, maintains and retrieves information in an organized manner ensuring files are accessible when required.

#### **Education and Experience:**

- Completion of a related diploma program (e.g. office administration).
- At least five years of related administrative experience including one year in a senior or lead administrative position.
- Demonstrated expertise in Microsoft Office Suite – Word, Excel, PowerPoint and Outlook, Adobe Professional and SharePoint 2013.
- Knowledge of FAST and Banner would be considered an asset, but not a requirement.
- Experience working in a fast paced office environment.
- Diplomatic, tactful and have strong interpersonal skills.
- High productivity, accuracy, a talent for detail work and accuracy, able to manage a high volume of priorities and deadlines, with a service oriented mindset.
- This position requires a criminal records check.
- Valid BCDL
- Experience working with people with disabilities would be considered an asset, but not a requirement

#### **Submission Requirements and Contact Information:**

Please submit a cover letter, resume and contact information for three references (in PDF format) to Vicky Irvine, Operations Manager (vcirvine@uvic.ca), **by 4:00 pm Thursday, January 18, 2018**. Late applications will not be considered. Only those candidates selected for interviews will be contacted.