



Position Title: Office Coordinator

Position Status: Full-Time Regular

Department: Chief Administrative Office

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Corporate Support, Level C2B (\$77,171.26 - \$90,808.63 annually)

The Chief Administrative Officer's Executive Office is seeking an Office Coordinator who will work closely with the Executive Assistant providing wide-ranging and confidential senior level administrative support to the executive office.

You are: An executive level administrative professional with sound judgement, initiative and excellent organizational skills. You are a motivated and results-oriented individual who excels at overseeing complex administration duties with a high degree of independence and exceptional attention to detail. If you want to gain valuable experience in a fun, supportive, exciting team environment we are looking forward to hearing from you!

The Office Coordinator reports to the Office Manager/Executive Assistant to the CAO Office.

This role:

- Responds to and directs requests for information; composes, edits and formats correspondence; decides appropriate routing for information or enquiries; tracks incoming and outgoing correspondence; coordinates flow of documents requiring a response; and follows up on outstanding items as required. Plans, organizes and prioritizes own work and manages a variety of business and administrative processes and sequences of tasks.
- Provides administrative support to the Office of the Chief Administrative Officer including preparing reports, agendas, graphic materials, presentations, minutes, correspondence and other related material. Assists with scheduling travel as required.
- Provides administrative support to assigned Committee(s) or other similar groups or functions. Prepares, distributes and posts agendas as required; creates and edits reports; and attends committee meetings to provide support as required. Tracks completion of action items and follows up on outstanding items. Assists the Executive Assistant with organizing events and provides general administrative support as required.
- Works closely with the Executive Assistant to monitor the administration of the department budget and expenditures; and prepares quarterly progress reports.

- Prepares, monitors, adjusts and forecasts the committees' annual budget ensuring accuracy and reasonableness within set guidelines and policy.
- Liaises with internal and external contacts on a variety of matters including scheduling appointments, collecting and compiling material, coordinating contracts and processing payments. Initiates and manages purchase requisitions and other procurement documents and provides recommendations regarding additional resource requirements.
- Responds to changing needs and unique situations or requests. Researches and collaborates with others to produce or facilitate a wide range of business needs as required.
- Works closely with the Executive Assistant to evaluate processes and procedures to increase efficiency and/or respond to changing needs. May assist with unusual or one-time projects and tasks as required.
- Tracks and follows-up on matters such as corporate or departmental correspondence, project deadlines and initiatives requiring deliverables from the department.
- Responds to a variety of enquiries pertaining to the department's and organization's operations and services.
- Works closely with other team members to manage the department's physical and electronic records in accordance with departmental and corporate standards. Works closely with the Executive Assistant to review, draft, maintain and implement new or revised office systems including methods, forms, and/or procedures to accommodate departmental requirements.
- Coordinates various departmental administrative programs including BMO/Purchase Cards, IT hardware and software requests, memberships, service milestones recognitions and etc.
- Performs other related duties as and when required.

To be successful, you have:

- 5 years of recent, related experience supplemented by high school graduation and completion of post-secondary courses in a relevant field such as office administration; or an equivalent combination of training and experience.
- Considerable knowledge of office administration practices and procedures. Demonstrated administrative skills and abilities including the ability to manage complex calendar and scheduling; draft and format documents for distribution to various audiences that may include Board Committees and the public; accurately transcribe minutes from general dialogue; and manage multiple competing priorities with tact and professionalism.
- Demonstrated ability to assess priorities and adeptly navigate sensitive issues and political sensitivities. Ability to exercise tact, diplomacy, confidentiality and discretion as required.
- Strong interpersonal skills and demonstrated ability to develop and maintain positive and respectful working relationships with internal and external contacts.
- Strong knowledge of Metro Vancouver's priorities, core services and local governance model.
- Strong verbal and written communication skills, including the ability to effectively listen, and support the resolution of problems.
- Ability to work independently under broad direction, including managing day-to-day priorities and to plan for future needs. Identifies and engages the appropriate resources to resolve issues.
- Demonstrated ability to organize and prioritize tasks to meet multiple time-based deliverables requiring a high level of detail and accuracy.
- Skilled at contributing to the team with constructive ideas, information and experiences.

- Functional understanding of budgeting processes and technology and proficiency using Microsoft office programs, including Word, Excel, Outlook, PowerPoint and SharePoint.
- Ability to work with and oversee the work of temporary or additional administrative staff when workload requires such additional resources.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

We are committed to diversity, equity and inclusion and being representative of the region we serve. We invite all qualified candidates to apply including Indigenous People, visible minorities, immigrants, 2SLGBTQI+, all genders and persons with disabilities. Accommodations will be provided upon request during the selection process.

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by March 14, 2024.