



Position Title: Regional Employers Services Office Coordinator

Position Status: Full-Time Regular

Department: Regional Employers Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Corporate Support, Level C2B (\$77,171.26 - \$90,808.64 annually) (2024 wage rates)

Our Regional Employers Services team provides human resources, workforce data, compensation and labour strategy support to the region's twenty-one municipalities, one treaty first nation and other related clients. Regional Employers Services also provides a forum for its members to connect, share and leverage information related to employment issues in local government. The Regional Employers Services Office Coordinator will provide wide-ranging and confidential senior level administrative support to the Director of Regional Employers Services and coordinate key administrative functions for the Regional Employers' Services team. This position is the key focal point of departmental activity and maintains an efficient flow of information between the Director's Office, Department Managers, staff and external clients.

You are an experienced 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 Regional Employers Services Office Coordinator reports to the Director, Regional Employers Services.

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 Director, Regional Employers Services including preparing reports, agendas, graphic materials, presentations, minutes, correspondence and other related material. Uses independent judgment to coordinate scheduling and travel needs and determines appropriate times, spacing and priority of calendar items when conflicts arise.

- Provides administrative support to assigned Committee(s) or other similar groups or functions. Acts as the first point of contact for members; organizes meeting, travel and event logistics; prepares, distributes and posts agendas; creates and edits reports; and attends committee meetings to provide support as required. Tracks completion of action items and follows up on outstanding items. Organizes events such as conferences, roundtables, conference calls and webinars, and provides general administrative support as required.
- Works closely with other team members to monitor the administration of the department budget and expenditures; ensures allocation to appropriate accounts; investigates variances between budget and actual expenditures; initiates corrective action; and prepares quarterly progress reports.
- Prepares and maintains content for the department webpage. Performs program directives and monitors the status of work plans.
- 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.
- Evaluates work flows and revises 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. Reviews, drafts, maintains and implements 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.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by January 28, 2026.