



Title: Administrative Coordinator

Reports To: Manager, Human Resources

Key Accountabilities:

- Provide administrative support to Finance and Corporate Services department
- Manage company cell phone program, vehicle fleet and office equipment
- Oversee facility maintenance
- Coordination of company events
- Main contact for Phelps' charity & donation initiatives

Summary

The Administrative Coordinator is responsible for planning and overseeing all administrative support to the Finance & Corporate Services department, as well as select office services for the company. This includes coordinating and communicating office activities, contract management, supplies and stationery, health regulations, and general troubleshooting. The Administrative Coordinator will also assist with the safety requirements of the organizations facilities and assets. Other responsibilities will include updating various spreadsheets, responding to and tracking charity requests, tracking company vehicles, cell phones and computers; ensuring asset tags are on applicable equipment. The Administrative Coordinator will also be responsible for planning and organizing company events, the Christmas Party and Annual Employee Meeting. Integrity and strong attention to detail are crucial for this role.

Specific Responsibilities:

- Assist with negotiations of contracts and service level agreements for third party suppliers and/or service providers.
- Ensure adequate supplies of office stationery, general office supplies, office furniture, and other equipment.
- Coordinate office-seating arrangements for business units and assign desks, phones, and other assets as necessary.
- Work closely with third party Phone Company on phone related issues; set up of new employees. This position has total administrative responsibility for the company phone systems.
- Arrange for maintenance and services on office machines (computers, photocopiers, etc.)
- Working with the HR Manager to ensure the office facilities are in compliance with safety regulations, such as local fire codes, handicap access, and other laws.
- Assisting HR Manager with Job Fair arrangements and registrations
- Assist HR Manager in the development and implementation of programs that will drive increased employee satisfaction and commitment levels.
- Main back up for HR Manager during short absences
- Update and distribute Phelps' Accountability Chart and phone lists
- Administration support for Finance and Corporate Services department
- Booking, preparing and maintain meeting rooms, ensuring catering equipment are organized effectively
- Coordinate departmental programs, such as meetings, seminars, workshops, special projects, and events.
- Track company vehicles

- Company cell phone administration; assigning to new staff, analyzing bills, contract renewals, general inquiries related to cell phone plan
- Manage janitorial, cleaning, repair, and maintenance/service provider contracts and service level agreements.
- Assist in the management of building security, such as the assignment of keys and alarm codes for approved personnel.
- General reception duties; first point of contact for walk-in customers (trade & supplier inquiries); greet, assist and direct guests
- Administer and manage inbound/outbound mail, including priority post, packages, courier services, and other correspondence.
- Arrange for coffee and (bottled) water sundries
- Opening/locking of office entry doors during scheduled business hours
- Coordinate and implement company-wide social events.
- Address Charitable Donation inquiries. Responsible for completing applicable paperwork & maintaining records.
- Special projects and errands as assigned

Position Requirements:

- Able to maintain filing systems, databases, and basic diary/minutes management.
- Excellent analytical and problem solving skills.
- Meticulous records maintenance skills.
- Superior telephone manners and strong interpersonal skills.
- Good financial and business awareness.
- Strong written and verbal skills to communicate with all levels of the organization and its executive team.
- Strong customer service orientation.
- First Aid skills and/or certificates are considered assets.
- Reliable vehicle

Education & Experience:

- University degree or College diploma in Business Administration, Human Resource Management, Fine Arts or Humanities, considered an asset
- Minimum of 2-4 years' experience.
- Knowledge of supplies, equipment, and/or services ordering, as well as inventory control of these items.
- Experience in managing third-party service providers.
- Strong knowledge of ERP software systems, as well as Microsoft Office products, including Excel, Word, and PowerPoint.

Working Conditions:

- Ability to attend and conduct presentations.
- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required.

Phelps Homes welcomes and encourage applications from candidates with disabilities. We are dedicated to providing accommodations, on request, for candidates taking part in all aspects of the recruitment and selection process.