

SEED Winnipeg Inc.

Administrative Coordinator

Job Objective

Administrative Coordinators provide reception services for the organization, support intake processes for all programs, and maintain efficient office systems that enhance and increase the efficiency of SEED's operations. Administrative Coordinators report to either the Office Manager or a Program Manager.

Skill Set

- Experience with low income individuals and diverse groups; familiarity with inner city organizations
- Familiarity with community economic development principles
- Professional, friendly and calm reception manner
- Strong interpersonal skills
- Work independently and within a team environment
- Take initiative and anticipate needs
- Strong organization and prioritizing skills
- Typing speed of at least 60 w.p.m. is an asset
- Proficient with Windows 10 and MS Office 2013 in a network environment; familiarity with Office 2016 is beneficial
- Desktop publishing skills an asset
- Related education or a minimum of three years administrative support experience is a definite asset

Responsibilities

- Reception services
 - Answer and/or re-direct all incoming phone calls and general email to appropriate staff
 - Greet and assist clients, participants, and guests upon entry
 - Provide general information regarding SEED programs
 - Monitor and direct incoming and outgoing mail and courier packages
 - Photocopying and faxing as requested
- Office systems
 - Perform general clerical/administrative assistance using available software applications
 - Manage, purchase and replenish supplies for the office, washroom, and kitchen
 - Manage room and equipment booking calendars
 - Assist in the coordination and set-up of meetings and events for staff and Board
 - Record, type, and distribute minutes as needed
 - Coordinate and maintain office phone hardware and software system
 - Arrange staff travel including flights, hotels, conference registrations, etc.
 - Coordinate and maintain shared contact lists
 - Arrange and manage collection of recycling and compost
 - Maintain organization and cleanliness of reception and kitchen area
 - Perform other general office duties as required
- Program support
 - Assist clients and participants with the general use of the client access computer bank
 - Complete intake tasks at the front desk; assist with intake tasks at the program level
 - Assist with program-specific tasks as required
 - Perform or assist with data entry as required
- Other
 - Participate in internal committees as mandated
 - Commit to developing an annual professional development plan with supervisor
 - Represent SEED Winnipeg Inc in a professional manner