

Alzheimer Society

DURHAM REGION

Title: Office Administrator

Status: Contract up to 18 months - Full time (35 hours/week); contract to commence June 13, 2022

Reports to: CEO/Director of Operations

Supervises: Volunteers, Students

Position Summary:

Under the direction of the Chief Executive Officer (CEO), the Office Administrator (“OA”) will provide administrative support to the CEO including the provision of administrative support to the work of the Board of Directors and its committees.

Under the direction of the Director of Operations, this role will be responsible for general administrative duties, overlooking operations, and office supply procurement. This includes facility coordination, office space rental, point of reference for staff/volunteer requests for support and needs. The OA will provide support to operations for end-user security, IT coordination, telecommunications coordination, and actively participate in fundraising events.

Responsibilities:

Administrative Support to the CEO

- Provides comprehensive and proficient administrative support to the CEO’s Office to ensure a structured, organized, timely and accurate operations
- Prepares various types of formal and informal correspondence on behalf of the CEO
- Prepares CEO expense reports & coordinates their approval by the Treasurer of the Board
- Plans and coordinates meetings led by the CEO as required
- Drafts agendas, composes formal and informal correspondence and emails, circulates information for internal & external committees as required
- Coordinates and prepares agenda for all-staff meetings including the accurate recording of minutes
- Ensures accurate and timely document management
- Develops and/or improves admin process/practice as identified
- Supports all functions of the Board of Directors including:
- Maintains and updates Board of Directors Policy Manual
- Provides administrative support to the Board of Directors and its committees
- Maintains and updates corporate records of the organization

- Supports the planning and organization of all meetings of the Board of Directors and its committees (including attending and recording minutes)
- Provides support to the Senior Leadership Team as may be required from time to time
- Provides administrative support to other CEO-led projects as required

Operations Responsibilities

- Provides facility coordination including but not limited to physical office space/configuration, office security, maintenance, and cleaning services
- Develops, recommends, implements and evaluates operational policies and procedures for all areas of responsibility.
- Responsible for procurement of general office supplies including processes and procedures
- Supervising, and training office volunteers and delegating administrative tasks
- Responsible for office administration including reception/phone coverage and admin volunteers
- First point of contact for staff and volunteers for administrative issues/needs.
- Coordination of office vendors/negotiation of maintenance contracts in conjunction with the Director of Operations. Includes but not limited to tracking vendor pricing and contracts
- Oversees vendor billings including IT, office equipment rentals/agreements, cleaning services.
- Responsible for purchasing and allocation of all IT equipment
- Maintains up to date inventory of all office equipment including laptops, peripherals, TV's, audio/video equipment. Ensures all equipment is accurately assigned for staff accountability for tracking of equipment.
- Assist with Group Benefit Coordination including but not limited to enrollment, tracking, approving benefit invoice for processing.
- Assists with all HR administrative functions including recruitment, selection, orientation, on-boarding and off-boarding of staff
- Coordinates insurance certificates requests as required
- Maintains and updates internal policy documents including HR policies and procedures manual
- Prepares and manages all documentation as it relates to Human Resources
- Communicates all operating policies and/or issues to staff
- Supports staff communication with the Senior Management Team

Administrative/Organizational Responsibilities

- Active participation in agency related meetings including ASDR staff meetings
- Works collaboratively with colleagues in a positive team centered approach
- Participates in key agency annual fundraising events as required
- Other duties as assigned from time to time

Qualifications:

Education

- Post-secondary education in office administration or an equivalent combination of education, training and experience

Experience

- A minimum of 5 years' experience working in an office environment
- Experience in a charitable not-for-profit environment is considered an asset

Other Knowledge, Skills, Abilities, or Certifications:

- Advanced working knowledge of: Microsoft Word, Excel, Power Point, and Outlook
- Strong project management, organizational, and time management skills
- Superior communication skills, verbal, written and interpersonal skills
- High standards of ethics and confidentiality to handle sensitive information
- Shows initiative, flexibility and resourcefulness
- Demonstrates above average problem-solving abilities
- Works well as part of a team and is also able to set individual priorities
- Meticulous attention to detail
- Ability to work under pressure and manage multiple projects and deadlines
- Demonstrated proficiency in Word, Excel, PowerPoint, and Outlook
- Detail oriented and hands-on approach
- Experience in a not-for-profit organization preferred
- Flexible with the ability to work evenings or weekends as required by the demands of the position
- Valid Ontario Driver's license and vehicle available to travel throughout Durham Region
- A clear police check, including a vulnerable sector check, conducted within the last two months.

Physical Demands

- No special physical demands are required beyond the performance of general office duties

Travel

- Minimal travel may be required to complete duties

TO APPLY:

- Please submit your application to jobs@alzheimerdurham.com quoting "**Office Administrator**" in the subject title no later than **Friday, April 29 at 4:00 p.m.**

No phone calls please. We thank you for your interest in applying to the Alzheimer Society of Durham Region; however, only candidates selected for an interview will be contacted.

The Alzheimer Society welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

The Society requires that you be fully vaccinated for COVID-19, subject to any accommodation obligations it may have under human rights legislation.

Disclaimer

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. Incumbent may be asked to perform other duties as required.

Approved: April 2022