

Société Alzheimer Society

Administrative Coordinator
Application ID: ADMCO-NB102023
Permanent, Full Time (37.5 hrs/week)
140 King Street, North Bay, ON

Job Summary:

The Administrative Coordinator supports the day-to-day administration of the Society by effectively, providing bookkeeping and administrative support to ensure efficient and consistent operations. Assists in the development and maintenance of policies, procedures, and workflow efficiency of the Society.

Reporting directly to the Business Manager.

Responsibilities:

- Calculate, prepare, and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements.
- Code, batch, enter, verify, and reconcile transactions such as accounts payable and receivable, purchase orders, cheques, invoices and cheque requisitions.
- Assist with special projects, development and maintenance of policies and procedures for the various departments.
- Draft, proofread, edit, quality checks and distribute correspondence (i.e., minutes, agendas, letters, memos, announcements, reports, etc.), with consideration to deadlines.
- Maintain an up-to-date inventory of Society assets, in accordance with Society policies. Work with employees to ensure that incoming and outgoing assets are tracked.
- Support the recruitment process by posting positions online, collecting information about potential new candidates and participating in the orientation process for new hires.
- Maintain and updated record of all programs and services offered by the society and triage calls accordingly.
- Act as the first point of contact for all visitors and calls, responding to general inquiries related to programs, events, referrals, services and redirect them to the appropriate employee for follow-up.

Knowledge/Skills/Abilities

- Excellent knowledge of the Microsoft suite of software, e.g., Word, Excel, PowerPoint, etc.
- Ability to learn new technology autonomously and with ease.
- Excellent organizational, planning and time management skills.
- Demonstrated strength in achieving targets and meeting deadlines.
- Exceptional customer service and interpersonal skills.
- High degree of professionalism and integrity.
- Ability to work effectively with others, yet also work independently with minimal supervision.
- Demonstrated commitment to respecting the privacy and confidentiality of information.
- Excellent communication (verbal, listening and written)
- Exceptional interpersonal skills, including shared decision-making and facilitation.
- Ability to take initiative and be resourceful.
- Excellent problem-solving and change management skills
- Expertise and experience in cultural sensitivity and diversity

Other Duties

- Assume other functions as may be assigned by the Business Manager.
- Participate in appropriate professional development activities to enhance skills and knowledge.
- Maintain a current knowledge of Alzheimer's disease and related dementias.
- Maintain the confidentiality of information on employee and financial operations of the Society.

Job Qualifications

- Post-secondary diploma in Business administration, accounting, or bookkeeping. Other related disciplines may be considered given appropriate combination of education and experience.
- Previous experience in a bilingual administrative support role.

Other Requirements:

- Bilingualism (English/French)
- A valid driver's license and access to a reliable vehicle is required.
- Criminal Records Verification (within 2 months), incl. Vulnerable Sector Screen
- Must be able to provide a negative 2-step TB Test
- Must be fully vaccinated against Covid-19

The above statements are intended to describe the general nature and level of work being performed by most people assigned in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and requirements.

Please forward your cover letter & resume by:

Closing Date; Open until Filled.

Quote Job ID: ADMCO-NB102023

Email: hr@alzheimersudbury.ca

Commitment to Equitable Recruitment:

The Alzheimer Society of Ontario recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. We are dedicated to building a diverse and inclusive work environment, where the rights of all individuals and groups are protected and all members feel safe, respected, empowered, and valued for their contributions.

Our values include justice and connection and are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services becomes the reality.

We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA. The Alzheimer Society of Ontario welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as LGBTQ2S+.