

Job Description

Job Title:	Office Coordinator	Position Number:	
Location:	Victoria, BC	Job Category:	Admin Services
Group:		Compensation:	
Nature of Work:	Full-time	Travel:	Occasional
Supervisor's title:	General Manager, Victoria Operations	Supervisor's Position Number:	

Purpose:

The Office Coordinator provides administration services to support the operation of the Victoria office. The Office Coordinator manages all aspects of Local Government House (LGH) corporate operations including building management and corporate procurement.

Accountabilities:

1. Provides a variety of administrative services to support LGH operations:
 - a. Provides reception, filing, mail processing, document preparation, proofreading, and other related services.
 - b. Provides logistical and administrative support to UBCM Executive committee meetings and other internal and external events.
 - c. Provides meeting scheduling and administrative support to Executive Director and other UBCM management staff.
 - d. Prepares a variety of documents e.g. agendas, minutes, correspondence, memos, reports, presentations, etc.
 - e. Coordinates member communications.
 - f. Follows-up to ensure the accurate and timely completion of deliverables.
 - g. Performs basic accounting, maintains financial records and prepares financial reports; oversees and reconciles petty cash fund.
 - h. Administers and coordinates UBCM/LGH corporate procurement.
 - i. Maintains electronic and paper records e.g. including record creation, storage, retrieval, archiving, according to UBCM policies and procedures.
 - j. Maintains databases, maintains records, and distributes information.
 - k. Provides records management services, within established security, retention and archiving parameters.
 - l. Administers the day-to-day operation and required maintenance of LGH facilities, assets and equipment, including negotiating service contracts, purchasing, and acting as main liaison with contractors and suppliers.
 - m. Provides information in response to in-person, telephone, and email inquiries.
 - n. Supports the planning and operation of the annual convention.
 - o. Responsible for posting news articles to the UBCM website to support the Compass newsletter, ensuring timely and accurate publication of relevant content via web content management system.
3. As a member of UBCM's administrative services team, collaborates on assignments and contributes to the accomplishment of objectives.
4. Develops and maintains positive, professional and effective working relationships with a wide network of elected officials, board members, member of the public and UBCM colleagues.

5. Contributes to the enhancement of the positive corporate culture within UBCM, and the reputation of UBCM with its members and wide network of contacts.
6. Performs other related duties.

Job Requirements:

Education:

- Diploma in office administration or other relevant discipline, preferred

Recent (within the past 4 years), related, experience:

- Must have 2 years of relevant experience, providing administrative services
- Must have experience using standard office software, including advanced experience using Microsoft Excel
- Must be eligible to work in Canada
- Must be able to obtain and maintain security clearance as a condition of employment

Knowledge of:

- UBCM's mandate and priorities
- The role of each level of government
- Standard office administration policies, standards and practices
- Standard office software including an extensive knowledge of Microsoft Excel
- Business English
- Basic accounting/bookkeeping

Skills and Abilities:

- Excellent written and oral communication skills with a high degree of accuracy and attention to detail when communicating
- Demonstrated ability to be self-directed, manage multiple priorities and consistently produce results within timelines
- Able to interpret, manage, and coordinate large volumes of information
- Analytical and problem solving skills
- Able to develop and maintain positive working relationships with colleagues, clients (including elected officials) and members of the public while providing excellent service and upholding the highest standards of tact, discretion and professionalism
- Advanced spreadsheet skills (e.g. Microsoft Excel) and able to use other standard office and accounting software

Approvals:

Approved by:		Date:	
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