



Job Title: Safety Administrative Coordinator

Reports to: Senior Manager – Operations & Marketing

Basic Purpose:

Under the direction of the Senior Manager – Operations & Marketing, the Safety Administrative Coordinator will:

- Provide administrative support to the Safety Departments
- Organize meetings and safety events
- Provide administration for training workshops, courses and events
- Maintain the calendar and schedule of meetings and events for Safety Department advisors
- Maintain an inventory of materials, and ordering supplies as required
- Take secondary responsibility for reception and office coordination duties, filling in for the employee with the main responsibility as required

% of time	Core Functions
80%	Administrative Support
	<p><u>Scheduling</u></p> <ol style="list-style-type: none"> 1. Sets up and schedules client appointments, training and safety events for Safety Department Advisors and teams. 2. Maintains and updates Safety Departments team calendars. <p><u>Operational Support</u></p> <ol style="list-style-type: none"> 1. Ensures office procedures are followed according to the operations manual and maintains updates to the process manual. 2. Maintains administrative procedures and recommends and develops improvements to ensure office efficiency. 3. Maintains an archive and inventory of active marketing materials, collateral, and swag, and orders materials as required. 4. Administers a current archive of files, manuals and documents. 5. Creates, updates and administers lists of contacts, including customers, vendors, members, etc. 6. Provide business development support to communicate updates on products, services, and benefits.

	<p><u>Meeting and Marketing Event Organization and Support</u></p> <ol style="list-style-type: none"> 3. Organizes materials, food, travel, accommodation and logistics for Safety Departments meetings, training sessions, events and other activities as required. 4. Reserves meeting space onsite and offsite. 5. Books travel, accommodation and logistics for staff as needed, generates travel itineraries for staff and sends to Office Administrative Coordinator & Bookkeeper for filing, tracking and reference. 6. Prepares and compiles outreach and marketing information using approved marketing collateral. 7. Ensures correct equipment is operational and available for meetings and safety events as required. 8. Administers the sign-in process and handouts, at meetings and events as required. 9. Prepares pre and post safety event reports. 10. Provides on-site and off-site support, attending meetings and events as required. 11. Ensures event and meeting space is clean and left tidy upon leaving. <p><u>Training Administration and Support</u></p> <ol style="list-style-type: none"> 12. Registers new members and students and maintains registration lists. 13. Assembles and distributes course materials, as required. 14. Enters and tracks attendance of training workshops. 15. Develops and copies and/or scans satisfaction surveys for training attendees. 16. Enter survey results and client data into the CRM. 17. Prepares, prints and mails out client certificates.
20%	<p><u>Reception and Office Duties (Secondary Responsibility)</u></p> <p><u>Reception:</u></p> <ol style="list-style-type: none"> 18. Greets visitors and guests as required, ensuring their needs are met. 19. Responds to telephone, email and other enquiries, answering general information requests and ensuring messages are forwarded to appropriate staff. 20. Maintains administrative procedures, to ensure office efficiency. 21. Maintains the petty cash system. 22. Receives mail, files and distributes to the appropriate staff members. 23. Sends and receives shipments. <p><u>Office and Equipment Maintenance:</u></p> <ol style="list-style-type: none"> 24. Maintains an inventory of office supplies, ordering office supplies as needed. 25. Books and coordinates service calls for office and heating equipment. 26. Maintains and updates service schedules for service providers such as cleaners and equipment repairs. 27. Loads and unloads the dishwasher and ensures the refrigerator is cleaned on a regular basis. 28. Ensures the front office entry is clean and presentable at all times. 29. Maintains staff sign-in sheets.

Qualifications

Must have:

- At least two years' experience in marketing coordination and administration
- CRM Data Entry experience.
- Experience using Adobe and Microsoft Office applications
- Ability to work offsite and attend events as required

Preferred:

- Diploma in administration and/or marketing, or related fields
- At least three years' experience working in support roles in an office environment
- Experience working in a not-for-profit enterprise

Competencies

- Understanding of office administration
- Understanding of marketing principles
- Familiarity with event coordination
- Good oral, written and interpersonal communications abilities;
- Ability to develop and maintain relationships with internal and external stakeholders.
- Strong time management abilities and results focus.
- Strong ability to coordinate a variety of players in order to meet tight deadlines.
- Detail and accuracy orientation.
- The ability to work independently and as part of a team; strong team orientation.
- Use Microsoft Office applications, including outlook, word processing, spreadsheet and presentation software, at an intermediate level.