

**Department: Administration****Title: Administrative Coordinator**

Position Type: Coordinator

Location: Lower Mainland

Reports to: Operations Specialist, Data and IT

Be inspired and inspire others. Build opportunities that change lives, including your own. Engage with people of all backgrounds so that others may be engaged. Be an integral part of one of the largest and most respected sport organizations in the world.

In this role, you will be a key member of our Administration Team working collaboratively with all organizational departments to provide exemplary office operations support. You will be responsible for the effective and efficient operation of the provincial office, assisting with finance related tasks and answering general inquiries promptly and professionally.

The successful Office Administrator will:

- Believe strongly in the Special Olympics mission, vision, and values.
- Provide a range of administrative, clerical, technical, and business support services required for the effective and efficient ongoing day to day operations of the Provincial Office.
- Implementing, organizing, and maintaining systems and processes which allow the office to function productively (ie. postage/shipping, inventory management, meeting preparation, printing requirements, event support etc).
- Provide professional and prompt responses to general inquiries by phone and email.
- Work closely with Director of Finance & Administration to assist with finance tasks such as local financial reporting, accounts receivable, accounts payable, tax receipting and more.
- Care, maintenance, and scheduling of equipment including vehicles.
- Supervising office support staff/volunteers as needed
- Assist with criminal record checks, insurance, team transportation, equipment inventory etc.
- Additional duties as required.

What you'll bring:

- Relevant degree or 1+ year of administrative experience.
- Excellent interpersonal and communication skills; ability to deliver exemplary customer service
- Ability to manage priorities and balance deadline-driven workload with complete accuracy.
- Strong organizational skills and detail oriented.
- Advanced computer skills and proficient user of Microsoft suite including Teams.
- Working knowledge of basic record keeping and bookkeeping/accounting is an asset.
- Self-starter with an ability to work effectively, both independently and as part of a team.
- Proactive, ambitious and resourceful problem solver.
- Valid driver's license.
- Undergo a Criminal Record and Vulnerable Sectors Check



This position will be office based at the Special Olympics BC Provincial Office in Burnaby, BC. Annual salary for this position is from \$47,000 - \$52,000.

How to apply

If this is your dream job, please **apply with a cover letter and resume immediately** to jkym@specialolympics.bc.ca. This posting will remain open until a suitable candidate is identified.

We sincerely thank all interested applicants. Only those selected for interviews will receive replies.

About Special Olympics BC

Special Olympics BC is dedicated to enriching the lives of individuals with intellectual disabilities through the power and joy of sport. To learn more, please visit www.specialolympics.bc.ca.

Special Olympics BC hires on merit and is strongly committed to fostering an inclusive workplace and equality and diversity throughout our community.

The Special Olympics BC provincial office is gratefully and respectfully located on the lands of the Coast Salish, Qayqayt, səl̓ilwətaʔɬ təməxʷ (Tsleil-Waututh), Skwxwú7mesh-ulh Temíxw (Squamish), S'ólh Téméxw (Stó:lō), Stz'uminus, and xʷməθkʷəy̓əm (Musqueam) Peoples. We also recognize all traditional territories where Special Olympics BC members are working, living, and playing.