



POSITION	Administrative Coordinator
PURPOSE OF THE POSITION	To provide executive level administrative support to CEO and senior leadership team, coordinate affiliate operations and advocate the values based Habitat for Humanity culture.
JOB SUMMARY	The administrative coordinator provides administrative support to the senior leadership team and board of directors. This role is also integral to affiliate operations including HR, safety, IT, performing research, creating processes and undertaking special projects.
WE-CULTURE COMPETENCIES	As trust is the core of a sustainable, satisfying, successful culture and the core currency of business, we seek to uphold the following C.O.R.E. competencies: Communication – includes an open mindset of curiosity & collaboration Ownership – includes personal responsibility of attitude & accountability Relationship – includes values-based trust and emotional intelligence Empowerment – includes strength-based, supportive initiative
ACCOUNTABILITY	Directly reports to the CEO
WORKING CONDITIONS	Working with board members, staff and volunteers Will be required to attend meetings/events in the Okanagan area Attending occasional out of hours' meetings
REQUIRED ATTIRE	Business casual
KNOWLEDGE/ REQUIREMENTS	Independent, forward thinker with attention to detail Excellent written and oral communication skills Possesses financial acumen Basic HR administration experience Advanced computer skills including Microsoft office software Effective communication and interpersonal skills Adaptable to ever-changing environment and deadlines Present with professionalism, discretion and responsibility at all times High emotional intelligence Solution driven Experience with business software programs Diploma in business administration an asset

<p style="text-align: center;">PRIMARY RESPONSIBILITIES</p>	<p>Welcome visitors to the affiliate office Support the CEO, senior leadership team, board and committees in meeting preparation, minute taking, general administration and governance activities Maintain the affiliate office, supplies and equipment Create and manage calendars Develops and implements office procedures Maintain and administer affiliate software systems Arrange affiliate travel and conference bookings Manage HR administration; vacation booking, recording absenteeism, prepare annual reviews, maintain employee files Coordinate the staff onboarding and off boarding process Administer employee benefits program Prepare management information reports Arrange training for HFHO staff Maintain the HFHO handbook Providing assistance for social events Coordinating volunteer administration work loads Assist with safety administration and prepare reports for compliance Undertake special projects and research as required</p> <hr/> <p>Other duties as required</p>
<p style="text-align: center;">ADDITIONAL RESPONSIBILITIES:</p>	