

## **ADMINISTRATIVE COORDINATOR, Clinical and Disability Services**

Full-Time Permanent - Competition #22-93

### **Position Summary**

The Administrative Coordinator provides administrative support to the Clinical and Disability Services teams. Responsibilities are varied and include meeting preparation and taking meeting minutes, assisting with correspondence, compiling reporting, setting up appointments and supporting calendar schedules. In addition, this position provides back-up support for reception. This role reports to the Director, Clinical & Disability Services.

The successful candidate will be able to work from home however will be required to come into the office, even on short notice in rare cases, to cover reception that day.

### **Your Key Responsibilities**

- Maintain streamlined administrative processes for the Clinical and Disability Services teams.
- Assist in providing support to various programs and projects as required, including typing and formatting documents and maintaining Sharepoint Sites.
- Process and book requests for medical assessments and other services as required.
- Coordinate and book appropriate resources for meetings, conferences and conventions, including facilities, displays, A/V equipment and catering as required.
- Generate various correspondence, which may include confidential and/or sensitive materials, as requested.
- Coordinate and/or assist with research, analysis and preparation of various reports.
- Coordinate travel as needed for Clinical and Disability Services employees.
- Compile and organize information from members as it pertains to the RITE program.
- Processing invoices to vendors within our standard payment timeframes
- Ensure all expenses billed to corporate credit card are reconciled in a timely manner.
- Provide back-up support to reception based on a set schedule.

### **Your Education and Experience**

- Completion of a two-year technical or community college certificate in office/business administration.
- A minimum of one to three years of related administration experience.
- Experience in a health, insurance and/or benefits administration environment is an asset.
- Canadian Certified Administrative Professional (CCAP) designation is an asset.

A combination of education and experience may be considered.

### **Your Abilities**

- Proficiency with computer software packages including Microsoft Word, Excel, Outlook, PowerPoint and Teams.
- Strong written and oral communication skills. Taking meeting minutes and compiling into final documents for distribution.
- Strong interpersonal and customer service skills.

- Demonstrated time management skills with the ability to meet projected timelines.
- Ability to organize workflow and priorities to meet the needs of a variety of clients.
- Ability to effectively handle a multitude of tasks.
- The desire to work in a strong team environment to achieve organizational goals, with the ability to work with minimal supervision.
- Ability to work with confidential information in a responsible manner.

If you have the required qualifications and would like to become a member of our team, please [submit your resume](#) by **4PM on Monday, January 30, 2023**.

No phone calls please. We thank all interested individuals, but only those candidates being considered for an interview will be contacted. ASEBP is an equal opportunity employer.

All offers of employment for this position are conditional upon satisfactory background and reference checks, which may include a criminal record check, a credit check, and/or education and employment verification.

