



Position Summary

Position Title: Administrative Coordinator

Reports to: Executive Director

NOC Code: 1221

Revision Date: April 2025

Summary:

The Project and Administrative Coordinator provides a wide variety of advanced project coordination, administrative direction and financial support including preparation of budgets, reports, reconciliations, and remittances. The incumbent is also responsible for information technology, equipment and facilities and assists with decision making and problem resolution.

Key Objectives:

1. Monitor and coordinate projects according to deadlines and within budget, including coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan.
2. Assist management in defining the project objectives and oversee quality control throughout its life cycle. Assist with the development, analysis and implementation of policies and procedures according to legislative requirements.
3. Monitor project expenditures, conduct various analyses and prepares various reports; advise management of adverse trends or unusual conditions.
4. Oversee the administrative operations of the CHC including office administration, file maintenance, health and safety and property management.
5. Act as the main point of contact for facilities management, including lease agreements, building maintenance/repair and leasehold improvements.
6. Coordinate the development of the budget by collecting data for input, research cost figures, prepare budget justifications and draft narrative descriptions.

Administrative Coordinator

Employee Initials

7. Perform a wide variety of bookkeeping and accounting functions including accounts payable, accounts receivable, and payroll. Collect and analyze financial data and prepare financial statements and reports. Prepare reconciliations, and remittances.
8. Assist with preparation of year-end accounting. Prepare annual long-term and short-term financial statements in compliance with Canadian accounting guidelines.
9. Provide assistance and solutions to address information technology issues. Assess technology needs and priorities and make product/vendor recommendations.
10. Provide input for development of strategic plans.
11. Perform administrative duties including a wide variety of general clerical work.
12. Perform other duties as requested.
13. Meet company standards pertaining to quantity and quality of work performed on an ongoing basis, performing all work related tasks in compliance with Ministry and CHC policies, procedures, legislation, regulation and directions, and identify non-compliance for resolution.
14. Participate and comply with all health and safety processes and initiatives to ensure Quest CHC remains a safe workplace.

Qualifications:

Education

- Successful completion of post-secondary education in Accounting.

Experience

- 2 to 4 years of related experience.

Skills and Abilities

- Ability to communicate effectively in English, both in writing and orally.
- Ability to problem-solve and apply sound judgment.
- Advanced Computer skills with proficiency in MS Word, Excel, project management and financial software.
- Knowledge of principles, methods, practices and legislation related to accounting, project management, information technology and office administration.
- Ability to perform in an environment with frequent interruptions and short deadlines.
- Ability to communicate effectively orally and in writing and the ability to deliver presentations.

- Highly motivated, flexible and well organized.
- Willingness to continuously upgrade skills and remain professionally current.

Conditions of Employment

- Enhanced Police Reference Check is required.
- Current certification or willingness to become certified in Non-Violent Crisis Intervention (NVCI).
- Maintain confidentiality in compliance with the Personal Health Information Protection Act (PHIPA), Freedom of Information and Protection of Privacy Act (FIPPA) and Personal Information Protection and Electronics Document Act (PIPEDA).

Physical Demands

The position requires fine motor movements and gripping, handling and/or lifting 10-25 pounds. It also requires sufficient mobility to allow sitting, standing and twisting to reach patients and equipment. The position also requires far and near vision, depth, spatial and form perception, feeling, reading, writing.

Speech and listening are critical aspects of the role to effectively communicate with the clients and colleagues, to give and receive information and to establish general rapport to relieve anxiety.

Working Conditions

The duties of this position are performed both inside and outside the health care centre including satellite locations and points of service. Work settings include community locations such as hospitals, homes, shelters and drop-in centres where the potential for dangerous situations to occur is higher than in an office setting.

The candidate must be able to work varying work schedules, including some evenings, and in multiple work locations.

We are committed to workplace equity and diversity and encourage submissions from equity-deserving groups who identify based on ability, cultural background, race, sexual orientation and/or gender.

Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____