

Operations Coordinator

POSITION SUMMARY

This position is responsible in supporting the Operations department through the completion of administrative and clerical functions. The Operations Coordinator will be involved in projects and initiatives designed to meet operational objectives.

KEY RESPONSIBILITIES

Receives requests for support with administrative and clerical projects. Ensures work is completed accurately and within specified timeframes. Establishes and maintains effective document and resource material filing systems and organizes operations related electronic file folders on the public network;

Coordinates receipt and pick up of weekly courier packages, organizes teleconferences and webinars, takes meeting minutes and updates shared calendar;

Produces statistical reports. Coordinates semi-annual tenant surveys and tabulates survey results. Participates in quality improvement initiatives, operational planning and special projects;

Works collaboratively with Human Resources on recruitment and retention initiatives. Participates in job fairs. Orders employee uniforms for new sites and on an as needed basis for open sites;

For new sites, ensures that the required manuals are compiled, start-up stationary and other supplies are ordered and required systems are set-up.

Works collaboratively with the Office Coordinator on office admin tasks. Provides reception coverage on an as needed basis and helps in organizing events and meetings;

Provides support and assistance to senior operations personnel and site leaders with requests;

Performs other duties as required.

ACCOUNTABILITIES AND PERFORMANCE INDICATORS

The Operations Coordinator is responsible for responding to requests from sites and working in partnership with the Office Coordinator and the Human Resources department to ensure operational needs are met.

REPORTING RELATIONSHIPS

Reports directly to the Human Resources Manager

No direct reports