

Office and Projects Coordinator

About the role:

This role provides an excellent full-time (37.5 hours/week) opportunity to leverage your prior office administration or projects coordination experience to contribute to NBCU's success by ensuring that our projects and offices are running smoothly. This role may travel regularly between the Toronto office locations and may work after hours occasionally to support board meetings and/or credit union events.

This role is right for you if:

- You enjoy the challenge of planning and coordinating projects, events, and meetings.
- You set and deliver high standards of quality and responsiveness.
- You have a customer service mindset and are a capable multi-tasker.
- You're comfortable working with reports, numbers, and using computers.
- You want to share your expertise and time in an organization that makes a difference in the community.

Key Work Activities:

In this new position, you'll play an important role by supporting our teams in a variety of ways to keep our offices running smoothly and in coordinating project work to ensure that initiatives are implemented successfully. You'll work primarily with leadership team members, by:

- Preparing leadership team meeting agendas, taking minutes, and following up on action items
- Setting up staff and Board meetings and meeting arrangements
- Working closely with project leads to set up and update project schedules
- Following up on project tasks with team members and vendors to ensure timelines are met
- Documenting project meeting notes, and compiling and sharing project materials
- Compiling and formatting confidential reports and proofing materials
- Assisting in coordinating staff and credit union events
- Administering staff and board training records
- Assisting in the new hire onboarding process
- Supporting staff engagement by organizing monthly birthday lunches and coordinating milestone recognition
- Maintaining filing systems and established plans
- Managing day-to-day office supply and equipment inventories and ordering supplies on a timely basis
- Assisting with other operational or administrative tasks as required to support the flow of efficient work

You Have:

- Excellent customer service skills and an ability to build strong, lasting relationships with your coworkers
- Project coordination experience
- Excellent ability to plan, organize and meet deadlines; anticipate problems and mitigate risks
- A keen attention to detail and ability to identify inconsistencies
- Consistently demonstrated professional behaviour and maintained confidentiality of sensitive information
- Able to work within tight deadlines and coordinate information from a variety of sources
- Strong ability to understand and accurately transcribe relevant content
- The ability to prioritize work effectively
- Self-motivation to work with minimal supervision
- Above average knowledge of common computer programs (email, internet, Word, Excel, PowerPoint)
- The ability to troubleshoot or research basic issues and functions with Office 365 programs
- A college diploma or bachelor's degree in administration or related field or equivalent work experience

Assets:

- Experience creating and compiling reports or communications for leadership and/or board members
- Proficiency speaking Estonian or Latvian

This position offers the opportunity to grow your career with NBCU based on your ability and career goals. We offer competitive compensation and unique benefits, on the job training, and a collaborative, friendly work environment.

How to Apply?

Submit your résumé and cover letter to careers@northernbirchcu.com.

The successful candidate must complete a full background check, be bondable and be permitted to work in Canada.

NBCU is committed to meeting the needs of all individuals in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodations during the recruitment and selection process, please notify us and we will work with you to meet your needs.

We thank all candidates; however, only those selected to be interviewed will be contacted.