



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/18

Office Coordinator

Job ID	50-55-30-3A-06-8A	
Web Address	https://careers.indigenous.link/viewjob?jobname=50-55-30-3A-06-8A	
Company	Urban Systems Ltd.	
Location	Saskatoon, Saskatchewan	
Date Posted	From: 2024-04-17	To: 2024-05-01
Job	Type: Full-time	Category: Office
Job Salary	\$50,000.00 - \$60,000.00 Per Year	
Languages	English	

Description

Our Saskatoon branch is looking to add an enthusiastic Office Coordinator to help support our growing office. Do you like a variety of tasks throughout your day Are you able to pivot in the face of changing priorities If organization is your mainstay, you are energized by working in a collaborative environment, and you have a strong MS Office skill set, let's connect!

More specifically, as an Office Coordinator, some of your key responsibilities will be:

- First Impressions - Create a welcoming space for clients, guests, and staff, and arrange onboarding for new colleagues.
- Coordinate Meetings, Events, and Staff Functions - Coordinate and facilitate monthly staff meetings and set up and take down as needed for meetings.
- Communication - Share information on a continuous basis regarding upcoming events, action items, meetings, organizational and office updates, and others as needed.
- Office Coordination - Order and restock general office and field supplies; keep common areas tidy, maintained, and organized; coordinate outgoing mail and courier services and travel arrangements; and general office maintenance and organization.
- Financial Coordination - Facilitate accounting processes such as, but not limited to, Visa Reconciliation, Bank Deposits, Accounts Payable/ Receivable, Invoice Coding, Monthly Reports, and support good business acumen.
- Project Administration - Open projects on our system, edit and review agreements/proposals, assist in budget tracking, and basic formatting of documents.
- Other administrative and office support tasks as required.

Experience

Are you proactive, motivated, and eager to learn new things and provide outstanding service to our internal teams and external clients

The core skills that will help you succeed here include:

- High Quality and Detail Oriented - You take personal pride in delivering outstanding quality work for project leaders and team members.
- Accountable/Dependable - You take personal responsibility for the quality and timeliness of work and achieve results. You follow accounting and administrative processes accurately and meet business deadlines.
- Flexible and Adaptable - You embrace the ambiguity of "...other duties as assigned" and demonstrate a creative and positive approach to problem solving and are not rattled by interruption or changes in plans.
- A Service Driven Approach - You are genuinely excited about caring for others. You value and deliver high-quality service to all colleagues and clients.
- Collaborative - You encourage cooperation, collaboration, and authentic teamwork. You build positive relationships, seek to understand with a curious and caring mindset, and can weave the ideas and needs of team members into a cohesive plan.
- Growth Oriented - You have the desire to expand your responsibilities through a commitment to continuous improvement and learning.

- Energy/Stress - You consistently demonstrate an approachable and inviting attitude and handle demanding workloads, competing demands, distractions, and interruptions with professionalism and ease.
- Critical Thinker - You analyze information objectively and make informed decisions. You consider diverse perspectives and effectively solve complex problems through logical reasoning.
- Planning/Organization- You enjoy nurturing systems that improve the quality of experiences while remaining flexible and understanding of the steps necessary to achieve goals.

Education Requirements

Our ideal candidate is someone looking to grow with our office, has an Office Administration certificate, and a minimum of two years of experience or equivalent education/experience in Business Administration or a related field.

How to Apply

Click "Apply Now"

If this describes your background, skills and attributes, please visit our website for more information and submit your resume and cover letter. If it doesn't describe you exactly, but you feel you are well suited to this opportunity, we encourage you to apply.

Urban Systems is an equal opportunity employer. We strive to create an inclusive culture for all employees. Our clients come from all walks of life, and so do you. We believe that diversity and unity amongst our teams leads to building vibrant communities.

Deadline for applications: Wednesday, May 1st, 2024 at 1:00 pm CST