



**Job title:** Administrative Coordinator

**Time frame:** part-time, beginning November 2018

**Reporting:** The Administrative Coordinator reports directly to the Program Manager.

**Roles & Responsibilities**

- Responsible for all reception duties - answering telephone in timely and professional manner, greeting guests, coordinating incoming and outgoing mail and couriers.
- Compose routine correspondence and address general inquiries.
- Reviewing and editing documents.
- Order office and kitchen supplies.
- Assisting with Board Meeting needs – room set-up, ordering lunch, etc.
- Assist with booking vehicles, accommodation, etc.
- Code, process and file vendor invoices.
- Maintain electronic and paper filing systems.
- Assist with data entry.
- Assist in developing contact lists for mail-outs and completing mail mergers.
- Note taking.
- Other duties as assigned.

**Position Requirements:**

- Robust organizational skills and attention to accuracy and detail.
- Strong oral and written communication abilities.
- Experience in an administrative role.
- Adaptable and experienced with changing priorities, new projects and meeting tight deadlines.
- Must be able to work with - and contribute to - a team-oriented environment while also maintaining individual work capabilities.
- Knowledge of the waste management industry in Manitoba is an asset.

**To Apply:**

Interested applicants may send their resume and cover letter noting how they meet the position requirements to:

Christa Rust, Program Manager  
[crust@cbcra-acrcb.org](mailto:crust@cbcra-acrcb.org)

705 - 281 McDermot Ave  
Winnipeg, MB R3B 0S9  
204.942.2284

[www.cbcra-acrcb.org](http://www.cbcra-acrcb.org) | [www.recycleeverywhere.ca](http://www.recycleeverywhere.ca)