


## Office Administrator - Toronto



Tides Canada's mission is to provide uncommon solutions for the common good by leading and supporting actions that foster a healthy environment and just Canadian society.

Tides Canada is comprised of two associated philanthropic organizations – Tides Canada Foundation and Tides Canada Initiatives Society. Tides Canada Foundation, established in 2000, is a national public foundation focused on environmental and social justice issues. The Foundation supports a range of sector participants, including large international and national institutions, NGOs, operating charities, private family foundations, corporate donors, individual philanthropists and social entrepreneurs. Tides Canada Initiatives Society is a growing operating charity that houses and supports over 40 social and environmental projects across the country.

We currently have a permanent, full time opening at our Toronto office for an energetic, enthusiastic and professional Office Administrator. Tides has experienced significant growth across Canada over the past few months and the successful candidate will be a key member of our Toronto Office in this newly created position.

### Primary Duties and Responsibilities

Reporting to the VP of Client Services, this person provides administrative support to the VP and is responsible for all reception and office administration related duties. Responsibilities will include:

- Provide administrative and scheduling support to the VP Client Services
- Manage the reception area by answering phones, greeting visitors and responding to general inquiries in a friendly and professional manner
- Handle incoming and outgoing mail, couriers and incoming faxes
- Responsible for the aesthetics and efficient operation of the office and kitchen, including ordering of supplies, liaising with property managers re office/building related issues and maintaining general tidiness in the kitchen and office
- Administer petty cash
- Manage the internal office telephone systems, including configuring new phones, polycoms and headsets, managing the conference lines in-house and for projects, troubleshooting problems that may arise
- Coordinate recycling and shredding programs
- Act as a technical/IT Liaison between the Vancouver and Toronto office
- Assist with client services projects as required

As a key member of the Tides Administrative Team, the successful candidate will work closely with the Vancouver team on the following additional responsibilities:

- Maintain office equipment (fax, printers, telephones) and manage related service invoices and contracts
- Maintain staff contact list, directory and general voicemail for the Toronto office
- Create and maintain an organization-wide records management system
- Manage the Web-Ex conferencing system
- Coordinate facilities and premises issues including ordering of office furniture and related items, office moves, storage, etc
- Track and renew subscriptions and memberships
- Provide back up relief to the Vancouver Office Administrator as required

## Job Requirements

- Approximately two years experience in reception or administrative coordination or equivalent combination of related education, training, and experience
- Experience providing scheduling and administrative support to a senior level executive
- Diploma or post-secondary coursework in administration would be beneficial
- Demonstrated accuracy and attention to detail
- Ability to communicate with professionalism and discretion
- Demonstrated flexibility and initiative in uncovering innovative ways to serve staff and clients' needs
- Excellent customer service skills with the ability to communicate with internal/external clients from a variety of backgrounds
- Strong computer skills with advanced proficiency in Microsoft Office applications
- Strong listening, oral and written communications skills
- Strong organizational skills and ability to manage competing priorities in a fast-paced environment
- Excellent time-management skills and the ability to work independently
- Strong interpersonal skills and demonstrated maturity and ability to work within a team environment
- Basic understanding of not-for-profit environment and the charitable sector an asset
- Alignment with the goals and values of Tides Canada an asset

**Salary Range:** Salary is commensurate with qualifications and experience. Our benefits include 3 weeks vacation and 10 personal/sick days a year; a good benefits plan and the sense of accomplishment that comes from helping create a more just and sustainable world.

**How to Apply:** Together with your resume, please forward a cover letter which includes:

a) *Your responses to the following questions:*

1. How did you hear about this position?
2. What interests you most about this position?
3. Based on our requirements, why are you a strong candidate?
4. Briefly tell us about your current/most recent job. Why are you looking for a change?

b) *Your minimum and maximum salary expectations*

Please send your resume and cover letter with your responses to the above questions to [careers@tidescanada.org](mailto:careers@tidescanada.org). Thank you.

**For more information about our organization please visit [www.tidescanada.org](http://www.tidescanada.org).**

*Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted. Thank you for your interest!*

We will accept applications until the position is filled. No recruiters please.