



## India Rainbow Community Services of Peel (IRCS)

### **JOB POSTING**

**Job Position:** Corporate Services Coordinator  
**Department:** Corporate Services  
**Status:** 21 hrs per week – 6 month contract with the possibility of an extension  
**Location:** Mississauga with local travel  
**Compensation:** Commensurate with skills and experience

India Rainbow Community Services of Peel (IRCS) is a charitable, non-profit, accredited community based organization. Our services are non-religious and non-political. Our mission is to provide culturally and linguistically appropriate services to Peel's communities, enabling integration and supporting their settlement, social service, health, and educational needs.

#### **Position Summary:**

Under the general guidance of the Manager, Human Resources and the Director, Finance & Corporate Services, the incumbent will be responsible for an array of administrative functions along with purchasing, inventory and asset management support. The person in this position must be detail-oriented, organized, flexible and able to work independently and efficiently within a fast-paced, demanding environment. Considerable discretion, judgment and initiative are required in organizing routines and handling confidential material.

#### **Responsibilities and Duties:** *(but not limited to)*

- Provide a high level of administrative support to the Executive Leadership Team including research, development and preparation of correspondence, presentations, reports, minute taking, independently following up on action items and initiating appropriate actions
- Provide administrative support to the HR department
- Provide support in creating, proofreading and editing of reports, presentations, proposals and meeting minutes
- Maintain the organization annual operational calendar, track deadlines on key projects and action items for follow up
- Create and maintain a filing system for physical and electronic files and records
- Maintain inventory and fixed asset records, and arrange for storage and disposal of surplus assets
- Assist with the coordination office space management, renovations/capital projects, allocation of furniture and equipment and all worksite move activities
- Coordinate telephone installations and changes, maintain telephone directory listings and parking space tracking
- Liaise with the IT department to ensure repair and purchase requests are completed in a timely manner
- Liaise with external maintenance contractors to ensure all repairs, maintenance requests, bi-annual maintenance and repair and renovations projects are completed in a timely manner and within budget
- On-boarding new hires: co-ordinate requests for telecommunications in conjunction with the IT department (phones, internet, voice mails, printer and PC access), work-space setup, business cards, name tags, system access requests, keys etc.
- Purchasing, Inventory and Asset Management
  - Manage the purchasing process including vendor sourcing and selection, budgeting, price negotiation, order placing, and delivery monitoring
  - Develop and maintain vendor database, inventory tracking system and asset management portal
  - Manage and organize inventories promptly, and ensure information accuracy
  - Conduct and manage the annual organization-wide inventory process
  - Contact suppliers to schedule deliveries, resolve shortages, missed deliveries and other problems
  - Maintain documented records of keys for all sites, including access keys, office furniture, filing cabinets, etc.
  - Complete and verify invoices for all purchase requisitions for supplies, furniture, equipment and print materials
  - Arrange for the disposal of outdated materials and confidential shredding as required and at least annually
  - Coordinate office equipment (fax, printer, photocopier) contracts and escalate service calls as required
- Coordinate, implement and manage special projects arising within the Corporate Services Department
- Accommodate cross-coverage with other administrative positions with back-up reception coverage
- Perform other duties as required

#### **Qualifications and Skills:**

- Post-secondary education in an administrative or business-related discipline plus minimum of 3 - 5 years' experience OR equivalent in education/experience required
- Comprehensive knowledge of organizational/office practices, procedures, and standards
- Experience working in the non-profit &/or registered charity sector would be an asset





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- Capable of assuming responsibility and working independently with little supervision but can also display teamwork skills; the ability to be an effective and supportive member of Corporate Services Team and can take direction
- Comfortable with ambiguity; proactive; excellent interpersonal and organizational skills and strong attention to detail
- Proficiency in the use of computer technology and various software applications (MS Office, HRIS)
- Demonstrated ability to manage time and multiple priorities with competing deadlines
- Ability to differentiate between urgent & non urgent issues
- Exceptional communicator – both written and oral communication skills are key
- Strong service orientation and demonstrated ability to exercise tact, discretion, confidentiality and diplomacy
- Current Criminal Record Check will be required
- Valid Driver's License with own transportation a must

**Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to [hr@indiarainbow.org](mailto:hr@indiarainbow.org) by 12:00pm, March 8<sup>th</sup>, 2016. Please ensure your application email has the subject heading of 'Corporate Services Coordinator - (insert your name)'**

This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

India Rainbow Community Services of Peel is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. **No phone calls please.**

