

JOB POSTING

Position: Administration and Operations Coordinator

Closing date: February 12, 2025

Website: www.pgo.ca

How to apply: send resume to info@pgo.ca

The Professional Geoscientists Ontario (PGO), established in 2000, is a self-regulatory organization governing the practice of professional geoscience in Ontario. PGO is supported by a small team of professionals, committed to protect the public and the environment based on high standards of professional practice of Geoscience. PGO reports to the Ontario Minister of Mines.

PGO is searching for an experienced, results-driven team player to join the team in the position of Administration and Operations Coordinator. This is a contract position with the possibility of becoming permanent. We employ a hybrid work environment with employees working from our downtown office 2-3 days per week and then from home for the balance of the week. Reporting to the CEO, this position is responsible for overseeing and coordinating all office administration, operations and various projects for the organization.

Responsibilities

Administrative Support

- Provides administrative and secretarial support to the CEO
- Provides administrative support to Committee Chairs
- Collects and ensures that all invoices from third-party vendors are accurate and processed
- Schedules staff meetings and prepares minutes on a bi-weekly basis and circulates final documents to staff
- Coordinates and assists with setting up logistics for on-site and off-site meetings (i.e. catering requirements) and professional development events.
- Represents and assists PGO at conferences, activities and industry events
- Provides front desk administrative support for all employees and visitors (i.e. telephone, email, correspondence)

Office Operations

- Assists in the development and implementation of office policies and procedures
- Coordinates office procurement in adherence to budget including office supplies, IT equipment and kitchen supplies

- Manages relationships with third parties such as vendors, service providers and property management office
- Coordinates office repairs and maintenance with building management staff
- Ensures compliance with AODA requirements and Ontario government standards relating to office administration
- Assists in the management and maintenance of the staff benefits program
- Acts as the Health and Safety Officer for PGO
- Maintains an organized and efficient filing system on the office general drive and in SharePoint
- Manages and implements projects in the area of office administration and operations

Data and Systems

- Works in collaboration with third-party providers to maintain office systems, the registrant database and cybersecurity measures
- Maintains the PGO website
- Provides support to staff and volunteers with their access to and use of SharePoint

Qualifications

- A Post-Secondary Diploma or Degree in Business Administration or a related discipline
- A minimum of five to seven (5-7) years of experience in relevant office administrative, project management and/or operational support
- Proficiency in Microsoft Office (Word, Excel and PowerPoint) Adobe Acrobat, SharePoint, virtual meeting platforms and CRM databases.
- Experience with regulatory authorities and the government is an asset
- Effective communication strategies and tactics (listening, verbal, written)
- Excellent organizational, time management, analytical and problem-solving skills

Core Competencies

Integrity	Deals with others in an open, honest and straightforward manner, is ethical and conducts themselves professionally, is accountable for actions and decisions, is trustworthy, respected by others, does not use their position for personal gain, highlights issues that may affect public safety or the environment.
Relationship-building	(Internal and External): Internal Employees, the Executive, Council and External Stakeholders): Promotes and maintains positive relationships, meets expectations, gains the trust and respect of others, builds confidence, solicits opinions and ideas, knows when to communicate appropriate information
Team Player	Works cooperatively and collaboratively with others across the organization, meets team goals and deadlines, honors commitments, values and considers others point of view, is fair and transparent, promotes a positive team environment, resolves conflict in a professional manner.

Judgement	Gathers information in order to make informed decisions, seeks input from others, recognizes problems and responds with solutions, makes timely and effective decisions, escalates when necessary, uses consensus when possible.
Results-driven	Focuses on desired results, progresses tasks toward completion, establishes challenging goals and milestones for themselves, pays attention to detail, committed to high-quality and efficient work practises, aligns plans with values and goals of PGO.
Communication	Listens to ensure people feel heard, effectively communicates both verbally and in writing, shares information with others, can deliver appropriate communication to key stakeholders in a timely fashion.
Initiative	Embraces new ideas and welcomes feedback, is adaptable, resilient and resourceful, starts new activities without waiting to be told, is creative, a quick learner, supports and adapts to change, continuously looks for ways to improve, be more efficient and reduce costs.

Why should you join the team?

- Competitive Compensation
- Benefits including a health care spending account
- RRSP Program
- Employee Assistance Program
- Paid Leave
- Professional Development
- Hybrid work

This is a contract position with the possibility of evolving to a permanent position.

We are committed to preventing and removing barriers to employment for people with disabilities and encourage you to contact us if you have questions regarding accessibility or accommodation.

We encourage all qualified individuals to submit applications, however only those selected for an interview will be contacted.

If your qualifications and experience align with this job description and you are looking to join a dynamic team of individuals that value integrity, innovation, team building, and growth, we want to meet you.