

Job Description **Port Credit Business Improvement Area**

Job Identification

Title: Admin and Communications Coordinator
Location: 105 Lakeshore Rd W
Employment type: Full-Time
Last Updated: October 29, 2021

Department: Office Support
Reports To: Management/ Board of Directors
Direct Reports: N/A
Job Level: N/A

Job Summary

Reporting to Management and the Board of Directors, the Admin and Communications Coordinator is responsible for maintaining accurate records and organizing office procedures, assisting marketing initiatives, liaising with members and community, supporting events and projects across all departments, providing excellent customer service, and completing basic bookkeeping and administrative tasks. The Admin and Communications Coordinator will work closely with Management to streamline and organize the office.

Functions and Responsibilities

1. Curate and circulate weekly member and monthly community newsletters
2. Monitor PCBIA inbox, answer office phone and respond to all inquiries in a timely matter
3. Maintain accuracy of Port Credit business directory and complete all website updates including blogs, sharing company news, and posting monthly minutes and other documents
4. Support all marketing activities including ordering print marketing, liaising with third party organizations, and supporting digital and event marketing when required
5. Research, purchase and procurement of supplies and equipment for projects and events
6. Report all vandalism and safety and security issues, follow ticket to resolution
7. Perform basic bookkeeping activities
8. Support various departments with administrative tasks and project deliverables
9. Coordinate with vendors and contractors to ensure timely project execution
10. Organize and coordinate office operations and procedures including creating guides, manuals, and other written documents
11. Work directly with members to connect them to existing BIA programs
12. Act as a BIA representative at meetings and community events when required
13. Accurately maintain files and records using effective filing systems
14. Monitor office supply inventory and place orders when needed
15. Schedule monthly meetings, attend and contribute to weekly team meetings, and record meetings minutes
16. Complete administrative duties and errands as required
17. Submit a detailed bi-weekly staff report to management

Qualifications

1. Excellent time management and the ability to prioritize work
2. Strong office organization and administrative skill
3. Proficiency in Outlook and MS Office (MS Excel and MS PowerPoint, in particular)
4. Self-starter with excellent problem-solving skills
5. Responsive and adaptable
6. Strong professionalism and customer service
7. Excellent written and verbal communication skills
8. Friendly and able to build strong relationships
9. Must have valid-driver's license and access to vehicle

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