

Job Profile

Job title	<i>Office Administrator</i>
Reports to	<i>HR & Policy Manager</i>
Department	<i>Administration</i>
Profile ID	<i>A1</i>

Who WE are?

The Saskatchewan Intercultural Association (SIA) is a social impact organization and was originally established in 1964 with culture at the core of its programs and services. SIA's employment programs are for Newcomers and Indigenous people with the objective of helping them learn about workplace culture and expectations while supporting them find employment. SIA's settlement programs support Newcomers to learn English, develop local life skills, and understand Canadian society so they can integrate more fully into the local community. The agency's intercultural programs provide opportunities for everyone to learn through heritage language training, cultural dance and performance, and intercultural and anti-racist education. Let's just say we are crazy about **CULTURE** and we are also a Great Place to Work (certified!).

Who YOU are?

As the Office Administrator, you are an integral part of the SIA team and bring your passion and skills for supporting SIA clients. You find it rewarding and energizing to help people. You will work with a team of very creative and purpose driven individuals from all nations. You will ensure all teams are equipped with resources they need and act on SIA values of **Respect, Compassion, Trust, Inclusion and Kinship**.

What do WE offer?

At SIA, we are all about people and culture. We are truly a team in every sense: we trust one another and support each other towards a common goal. Every day through our programs we make a real difference to real people. By joining our team, you will be surrounded by highly motivated and passionate people. You will always be learning and improving in our consistently fun, safe, inclusive and a challenging environment. We will have your back so you can deliver results and do amazing work for Newcomers and Indigenous people.

How will YOU-WE work?

Everyone's safety and welfare are our key priorities. That being said, we do not want to let COVID-19 prevent us from doing the work that matters. We are utilizing all kinds of alternative methods in delivering our programming. Under the current circumstances, this position will be working mostly in the office but some of the time from home through several virtual means such as Zoom and Microsoft Suite.

If you are the right candidate who is passionate, have the right skills and can adapt quickly to any situation, please review further details on the position.

Job Purpose

This position is responsible for fulfilling SIA's admin duties and providing front-line support to clients when they first arrive at the office. This position also provides support to other SIA employees with administrative and coordination tasks. The Office Administrator is also responsible for providing human resources support while maintaining a high degree of accuracy and careful handling of confidential and sensitive information.

Position Details

Hours

37.5 hours per week

Wage

\$18 - \$22 per hour depending on experience and qualifications

Contract Length

December 1, 2021 – March 31, 2022 (with the possibility of an extension-multiyear position).

Deadline to Apply

Open until filled

Duties and Responsibilities

Reception

- Answers incoming calls on the main office line, deals with inquires, and re-directs calls appropriately.
- Forwards incoming general e-mails and voicemails from the general mailbox to the appropriate employees.
- Replies to general information requests with accurate information.
- Greets clients/suppliers/visitors to the organization in a professional and friendly manner.
- Assists clients with applications and provides information regarding programs and services.
- Professionally handles communication by telephone and email.
- Helps to keep the reception and waiting areas neat and organized.

Office

- Supports a wide variety of company administrative operations in a prompt and professional manner.
- Maintain office systems, supplies, mail procedures, company data bases while ensuring compliance with administrative procedures including records management, records destruction, and file maintenance.
- Monitor SIA info email account to review emails and distribute as appropriate.
- Monitor company website for online program applications and shopping requests from SIA online store.
- Assists with the planning and organizing of SIA events at the request of management.
- Assists other staff with photocopying and filing.
- Accurately records meetings minutes when requested by management and distributes the files.
- Competently uses computer word processing, spreadsheet, and database software to prepare reports, memos, and documents.
- Provides support in organizing professional development opportunities.
- Assists with the preparations required for the Annual Report and the Annual General Meeting (AGM).
- Offers coordination support to SIA programs when needed.

- Performs all other tasks required for the smooth and efficient running of the office.

Human Resources

- Assist with the creation and maintenance of digital and electronic personnel files and job descriptions.
- Create and maintain general HR documents, forms, checklists, and standard operating procedures.
- Assist with administrative recruiting tasks.
- Participate in planning staff events and Occupational Health and Safety.
- Prepare and distribute New Hire and Welcome Packages, benefit booklets, and pension enrolment guides.
- Assist with group benefits enrollments and respond to ad-hoc inquiries and questions.
- Prepare employment verification letters for employees upon request.
- Maintain HR paper & e-filing systems.
- Other duties as assigned.

Qualifications

Education

- Certificate or Diploma in administrative studies, office technology, or other related fields.
- Some post-secondary education will be considered an asset.

Experience

- 6-12 months' experience working in an office setting, ideally in the non-profit sector.
- An equivalent combination of education and work-related experience will be considered.

Knowledge, Skills and Abilities

- Strong typing and computer skills with the ability to use Microsoft Office.
- Excellent written and verbal communication skills.
- Ability to work effectively in a culturally diverse environment.
- Excellent interpersonal and client-service skills.
- Strong organizational skills, ability to prioritize tasks and work as a team member.
- Ability to multi-task and meet multiple deadlines.
- Working knowledge of email, Microsoft Word, Excel, PowerPoint and Outlook.
- Must be self-directed and able to complete projects with limited supervision.

Requirement of Employment

- Clear criminal record check- vulnerable sector included.
- Fully vaccinated for COVID-19

Direct Reports

None

How to apply



Please apply through e-mail by sending your **Cover letter** and **Resume** as an attachment to jobs@saskintercultural.org

Indicate the title of the position in the subject line of the e-mail.

We look forward to connecting with you.

All the best!