

Administrative Coordinator

Actua is a leading national not-for-profit that is preparing youth to be innovators and leaders by engaging them in exciting and accessible STEM experiences. We achieve this through a network membership of 34 universities and colleges across Canada and an outreach team that travels coast to coast to coast. Together we reach 225,000 youth annually.

We are seeking an administrative coordinator to join our team for a one-year contract, with the possibility of extension. Actua is a youthful, dynamic and entrepreneurial organization and the ideal candidate reflects these characteristics.

The administrative coordinator will report to the office manager & executive assistant to the CEO. The main work objective will be supporting our team of 16. The chosen candidate is extremely professional in appearance and demeanor, enjoys proactively assisting a team in their day-to-day work and is passionate about contributing to the overall effectiveness of the office in an administrative capacity; including:

- General reception duties
- Booking and supporting travel
- Processing expense claims, invoices, receipts and visa reconciliations
- Providing on-site meeting support, as well as support for our annual conference and other regional meetings
- Filing, data entry, mailing and distribution
- Maintaining general office order

The ideal candidate will possess strong financial competencies, and possess excellent time management skills to be able to manage multiple priorities. The candidate is highly professional and discrete and is committed to excellence and values precision and accuracy. Other desired qualifications/skills include:

- Minimum 3-years administrative experience
- Superior computer and data management skills, including Microsoft and Google applications
- An effective communicator
- Demonstrated ability to manage information
- Experience in a not-for-profit environment is considered an asset

Interested candidates should submit a cover letter and resume addressed to:

Lana Bodorik, Office Manager
Actua
15 York Street
Ottawa, ON K1N 5S7

There is no application deadline; we will fill the position as soon as we identify an appropriate candidate.