

JOB IDENTIFICATION:

Operations Coordinator

JOB SUMMARY:

Under the supervision of the Director of Facilities and the direction of the Operations Lead Hand, provides secretarial, bookkeeping and administrative services and coordinates activities within the Operations Department.

DUTIES AND RESPONSIBILITIES:

01. provides secretarial services to the Director of Facilities
02. processes, records and reconciles purchase orders, inventory, invoices and packing slips
03. prepares departmental payroll forms and all necessary related documentation and provides to the payroll department
04. maintains records for capital projects
05. assists in the preparation of Tender documents
06. assists in budget development and monitoring
07. operates P.A. system and two-way radio bus communication
08. deals with sales representatives, contractors and suppliers
09. dispatches relief for operations staff
10. orders and maintains custodial inventory
11. receives and fills custodial orders and selects supplies and equipment
12. attends departmental meetings, recording and distributing minutes
13. maintains knowledge and understanding of the implementation of Occupational Health and Safety, and WorkSafe BC policy and regulations
maintains knowledge of WHMIS regulations
14. co-ordinates transportation requirements including bus schedules and extra-curricular trips with schools
15. manages Job Order system
16. performs year-end financial procedures
17. manages maintenance records of District Vehicles

QUALIFICATIONS:

01. Grade 12, with administrative assistant training at a community college or technical school level
02. one year of experience in a related field
03. computer literacy in word processing and spreadsheets with advanced keyboarding skills
04. physical capability to perform duties
05. provides a good role model
06. displays excellent communication, interpersonal and organizational skills
07. maintains safe work practices
08. Maintains confidentiality