

EMPLOYMENT OPPORTUNITY

**The Salvation Army
Ontario Central –East Division**



Giving Hope Today

POSITION: Full Time Coordinator of Administration and Property Services

FACILITY: Broadview Village

Broadview Village supports individuals with developmental disabilities by providing a Christian lifestyle in community based living and day program environments.

RESPONSIBILITIES:

- Responsible for performing a variety of general office and administrative functions, and coordinating maintenance/property services
- Daily administrative functions to support the Executive Director and organization
- Processing donations and bank deposits and respective paperwork; coding accounts receivable and accounts payable and liaising with Regional Accounting Centre
- Providing support and oversight to maintenance staff
- Promoting health and safety
- Coordinating maintenance requests and ensure overall maintenance and cleanliness of properties and program vehicles
- Liaising with respective service providers (i.e., plumbers, electricians, snow removal, pest control, etc.)
- Maintaining office and medical supplies, and equipment
- Travel within GTA will be required

QUALIFICATIONS:

- Diploma or Certificate in Office Management or Business Administration
- Minimum 3 years' experience in an office environment with administrative experience along with general property administrative functions/knowledge
- Supervisory experience preferably in a unionized environment
- Strong interpersonal, customer service and communication skills
- Proven organizational and multi-tasking skills and able to cope with changing needs and deliver successful results in a timely manner
- Must have an understanding and willingness to support the Mission of The Salvation Army in Canada
- Able to work both independently and as part of a team
- Comfortable interacting with individuals with developmental disabilities
- Will have Health and Safety experience/education and valid certification in Standard First Aid
- Proficient in Microsoft Office applications and general office equipment

SALARY / GRADE: 9

HOURS: 40 hours per week, Monday to Friday

**Interested applicants are asked to forward cover letter and resume quoting job #BV2013-01 by April 14, 2013:
Email: hr.broadview@bellnet.ca**

INTERNAL APPLICANTS: Your management supervisor must be aware of your intentions prior to submitting your application for this position

**We thank all applicants, however, only those candidates to be interviewed will be contacted
PLEASE NO PHONE CALLS**

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.