

Position:	Administrative Coordinator
Reporting to:	Director of Operations
Hours & term:	37.5 per week, permanent, full-time
Location:	onsite, Whistler, British Columbia
Salary:	\$58,500
Benefits:	6% vacation entitlement (3 weeks), Transit Allowance, Wellness Benefit, Extended Medical
Residence:	Candidate to reside in the Sea to Sky Corridor (Squamish to Pemberton)

Job Summary: Reporting to the Director of Operations, the Administrative Coordinator's duties and responsibilities include providing administrative and operational support to ensure efficient operation of the Audain Art Museum. This position is also the technical lead for the ticketing and administrative software's of the Museum.

KEY RESPONSIBILITIES

- Provide administrative support to ensure efficient operation of the Museum;
- Organize and maintain databases, files and inventories in a confidential manner;
- Implement clerical duties and administrative processes;
- Maintain, organize and schedule the Executive Director's calendar;
- Organize travel arrangements for VIPs;
- Submit and reconcile expense reports for senior managers;
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies;
- Carry out administrative duties such as compiling reporting, filing, typing, copying, binding, scanning, etc.;
- Liaise with IT department and troubleshoot technical issues as they arise;
- Take accurate minutes of meetings;
- Assist with administrative and operational projects and initiatives; Assist with Museum related activities and events; and other duties as required.

QUALIFICATIONS / KNOWLEDGE / SKILLS

- 1–3 years of experience in administration, office management, database administration
- Knowledge of office management systems and procedures;
- Knowledgeable in Adobe suite, and well informed about or proficient in the use of modern technology;
- Superior attention to detail and problem-solving skills;
- Excellent time management skills and ability to multi-task and prioritize work;
- Strong organizational and planning skills;
- Excellent written and verbal communication skills;
- Proficient in MS Office;
- Ability to meet deadlines, maintain program and administrative priorities, and adapt to shifting priorities and timelines;

OTHER REQUIREMENTS

- Valid B.C. Driver's license
- Criminal Records Check will be required by the successful candidate

Interested applicants are required to submit a Resume and Cover Letter. This position will remain posted until filled. Applications will be reviewed on an ongoing basis, and candidates are encouraged to apply as soon as possible.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

ALL RESUME PACKAGES & INQUIRIES MAY BE DIRECTED TO:

Brianna Beacom, Director of Operations, Audain Art Museum

Email: bbeacom@audainartmuseum.com

Subject line: Administrative Coordinator Application