



Office Coordinator

Permanent Full Time

Metis Economic Development Organization (MEDO) has an immediate opening for an Office Coordinator.

Under the supervision and direction of the General Manager, the Office Coordinator is expected to manage sales, operations, administration and human resources. The Office Coordinator is also expected to manage company meetings and events as and when the need arises. He/she plans and manages supplier relationships, and includes price negotiation, planning, production, inventory control, and quality control.

Duties and Responsibilities

- Assists in the design of corporate forms, brochures, posters and other marketing and promotional material.
- Develops and administers records and inventory assets.
- Customer service and sales support.
- Data entry.
- Prepares and updates presentations as directed by management.
- Assists in billing and accounting duties, including resolving billing questions and managing invoices
- Provides administrative support to the MEDO group of companies.
- Answers, screens and transfers inbound calls
- Tracks and orders supplies and equipment as required.
- Archives and organizes files.
- Answers general inquiries from public and provide information related to resources and programs available.
- Collects and distributes incoming mail and other material and coordinate the flow of information internally and with other departments and organizations.
- Drafts, types and proofreads correspondence, statements, forms and other documents.
- Assists in scheduling meetings and booking facilities.
- Takes, transcribes and edits minutes.
- Prepares draft agendas for distribution.
- Ensures all Office and Companies documents are current.
- Completes daily sales reports.
- Coordinates maintenance of office equipment

Skills and Abilities

- Completion of a two-year office administration diploma or equivalent combination of education and experience
- Experience in a computerized office environment with a proven ability with Microsoft Office including Word, Excel, PowerPoint, Outlook and Access.
- Strong prioritization skills to balance multiple and conflicting demands
- Ability to recognize and maintain confidentiality of work materials as appropriate
- Excellent organizational and time management skills
- Experience with committees and/or boards preferred
- Demonstrated success working in a team-based environment.
- Customer focused and high degree of tact and diplomacy.
- Knowledge and/or understanding of Metis culture is a definite asset

Please forward resumes in confidence by mail to:

Metis Economic Development Organization (MEDO)
150 Henry Avenue
Winnipeg MB R3B 0J7
ATTN: Office Coordinator Recruitment

Or email:
shanlee.scott@themedo.ca