

Job Opportunity

Administration Coordinator

Status:	Full Time
Location:	Ottawa, ON. Occasional Remote work available.
Apply:	Apply on the ICE website
Closing Date:	November 20, 2022

ABOUT INDIGENOUS CLEAN ENERGY

The Indigenous Clean Energy (ICE) Social Enterprise is a pan-Canadian not-for-profit platform which advances Indigenous inclusion in Canada's energy futures economy through Indigenous leadership, and broad-based collaboration with energy companies, utilities, governments, development firms, cleantech innovators, academic sector, and capital markets.

Our **mission** is to stimulate collaboration that facilitates leadership by, and meaningful collaboration with, Indigenous Peoples in the transition to a clean energy future.

This drives us towards our **vision** of a collaborative, community-driven clean energy future that respects the rights of Indigenous Peoples and enriches their communities.



POSITION SUMMARY

Indigenous Clean Energy (ICE) Social Enterprise is seeking a full-time Administration Coordinator to play a key role in supporting the team with administrative duties. The Administrative Coordinator will be required to work from our Ottawa office 2-3 days per week to collect and distribute mail, organize office supplies, and support regular office operations. This position will be a key support within our admin team to track and make purchases, arrange travel, and work alongside our finance team to ensure all procedures are followed. The successful candidate will be a master multi-tasker and have excellent organizational skills along with the ability to prioritize tasks and meet deadlines.

RESPONSIBILITIES

- » Perform administrative duties including data entry, scheduling, incoming and outgoing mail, office supply management and vendor liaison;
- » Perform clerical duties, such as filing, faxing, answering phone calls and responding to emails;
- » Work with the accounting department to process invoices, make payments, and track receipts;
- » Provide assistance to staff, managers, and directors as needed, including support of programmatic work;
- » Communicate relevant information to team members;
- » Coordinate meetings, prepare supporting documents, and take meeting minutes;
- » Make travel arrangements;
- » Other duties as required.

EDUCATION, EXPERIENCE & SKILLS

- » Previous experience working in an administrative role is an asset;
- » Strong interpersonal skills and ability to cultivate, develop and manage good working relationships;
- » Excellent organizational skills and ability to meet deadlines;
- » Excellent computer skills, including Microsoft Office, and web tools;
- » Previous experience working with First Nation, Métis and Inuit communities would be an asset;
- » Bilingualism will be considered an asset.

ATTRIBUTES

- » Resourceful, dependable and creative;
- » Able to take initiative and work with minimal supervision in a small office environment;
- » Very strong communicator;
- » Detail oriented;
- » Excellent time management, organization and prioritization skills;
- » Flexibility to work extended hours on occasion.

We are an equity employer and encourage all interested people to apply. **However, First Nations, Inuit or Métis candidates will be given priority, please self-identify.**

We thank all those who apply however, only those considered for an interview will be contacted