



## Administrative Coordinator

1 - FT Permanent Role  
Locations: 1 in Brantford  
Salary: \$55,000 - \$60,000

### INTRODUCTION:

The Administrative Coordinator plays a central role in supporting the day-to-day operations of the clinic by providing comprehensive administrative, coordination, and office management support. This position acts as a key connector across teams, ensuring efficient workflows, timely communication, and effective coordination of resources.

The role requires strong organizational skills, attention to detail, adaptability, and the ability to manage multiple priorities in a fast-paced, team-based environment. The Administrative Coordinator must exercise sound judgment, maintain confidentiality, and demonstrate a proactive, solutions-focused approach.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Office & Administrative Operations
  - Provide day-to-day office and administrative support
  - Coordinate incoming mail, shipping, and receiving processes
  - Manage general office supplies, including procurement and inventory tracking
  - Support facilities coordination, in partnership with the administration team, including vendor liaison for maintenance and services
  - Monitor and support general administrative processes to ensure operational efficiency
2. Scheduling & Coordination
  - Support the Clinic Manager to coordinate calendars, appointments, and scheduling for meetings and events
  - Organize and send meeting invitations; prepare agendas and take meeting minutes
  - Support team coordination and communication to ensure alignment on priorities
  - Provide administrative coordination for internal initiatives and projects
3. Financial & Purchasing Support
  - Coordinate procurement, including obtaining quotes and liaising with vendors
  - Track and reconcile purchases, invoices, and expenses in collaboration with Clinic Manager
  - Support financial administrative processes, including documentation and reporting
  - Support the Clinic Manager with budget tracking and reconciliation
4. HR & Workforce Administrative Support
  - Support timesheet processes and coordination, ensuring alignment with system access and approvals
  - Provide administrative support related to staff, students, and volunteers
  - Assist with onboarding coordination, health & safety requirements, and documentation
5. Regional & Program Support
  - Provide Medical Administrative coverage as required
  - Support program operations through scheduling, coordination, and administrative assistance
  - Assist with patient/client-facing administrative processes where applicable

6. IT & Systems Support
  - Provide basic troubleshooting support for IT and system access issues (e.g., login/access challenges)
  - Liaise with Electronic Medical Record IT support services to resolve technical issues in a timely manner
  - Support data entry and system updates, including website uploads and communications
7. Event & Communications Support
  - Provide coordination support for internal and external events
  - Assist with logistics, vendor coordination, and event execution
8. Reporting & Continuous Improvement
  - Support the Clinic Manager with reporting requirements
  - Identify opportunities to improve administrative processes and workflows
  - Participate in organizational quality improvement initiatives
9. Other Duties
  - Respond to ad hoc requests and evolving organizational needs
  - Contribute to a collaborative team environment and support organizational priorities as required

## STATEMENT OF QUALIFICATIONS:

### **Education & Experience:**

- Diploma or Certificate in Office Administration, Business Administration, or related field (or equivalent experience)
- Minimum 2–3 years of experience in an administrative or coordination role
- Experience in a primary care or community health environment is an asset

### **Skills & Competencies**

- Strong organizational and time management skills
- Ability to manage multiple priorities and meet deadlines
- Excellent written and verbal communication skills
- Computer literacy and proficiency with common applications (Word, Excel, Outlook, PowerPoint)
- Proficient in working within an Electronic Medical Record (EMR)
- Strong interpersonal skills and ability to work collaboratively
- Problem-solving skills with a solution-focused and flexible approach
- Ability to maintain confidentiality and exercise discretion

### **Cultural & Organizational Competencies**

- Demonstrated understanding of and respect for Indigenous cultures, values, and ways of knowing
- Knowledge of Indigenous history and the impacts of colonial systems (e.g., Residential Schools, Sixties Scoop)
- Experience working with Indigenous communities and organizations is an asset
- Commitment to culturally safe, trauma-informed, and relational approaches to service

### **INTERESTED APPLICANTS**

Please submit your resume and cover letter to: [humanresources@dahac.ca](mailto:humanresources@dahac.ca) by June 3<sup>rd</sup>, 2026.

Nya:weh / Miigwetch to all applicants. Only those selected for interviews will be contacted

Please note that **ONLY** complete applications with cover letter will be considered.

***Preference is given to candidates of Indigenous Decent.***

**100% Organization Paid Benefits**

- Health Benefits
- Employee Life AD&D Insurance
- Business Travel Life and Disability Insurance
- Dependent Life Insurance
- Employee Critical Illness Insurance
- Travel Accident Insurance
- Long Term (LTD) Benefit

**Retirement Benefits**

- Hospitals of Ontario Pension Plan (HOOP) with Immediate Eligibility

**Other Benefits**

- 3 weeks' Vacation (to start) annually
- 12 Personal Days annually