



Job title	Office Coordinator
Reports to	CEO, Tourism Canmore Kananaskis

Job purpose

The Office Coordinator plays an integral role in the organization by assisting the team with administrative tasks, providing administrative financial and HR support and keeping office operations running smoothly.

Duties and Responsibilities

- Act as a central point of contact for members and the board
- Arrange board meetings, take and distribute minutes and board correspondence
- Assist in the preparation and distribution of reports
- Prepare agendas and presentations
- Plan member events
- Manage organizational calendars
- Maintain and update CRM
- Maintain electronic filing system
- Establish Standard Operating Procedures
- Administer company benefits
- Update and maintain staff policies and procedures as directed by the CEO
- Maintain a clean and inviting office space
- Assist with booking of familiarization tours
- Assit with booking of tradeshow and related travel
- Deposit Checks and liaise with bookkeeper
- Answer phone calls and emails or forward them to appropriate staff
- Other duties as assigned

REQUIREMENTS

- Minimum of 1 year working in an office environment
- Excellent communication, project management, and time-management skills
- Exceptional attention to detail
- Working knowledge of Microsoft Office Suite, SharePoint and Windows
- Working knowledge of CRM systems, Hubspot an asset
- Ability to manage relationships with external and internal stakeholders
- Ability to thrive in a fast-paced, entrepreneurial environment
- Ability to multitask and prioritize tasks effectively
- Background in HR or IT an asset
- Excellent interpersonal skills

