



Agilec is looking for dedicated, self-directed team members. We offer an excellent work environment and company benefits. Our mission is to help people and organizations develop their potential. The foundation of Agilec is our values. We have identified six core values that form our approach to serving clients, customers and each other:

Person Centred, Inclusiveness, Empowering, Team, Excellence, Integrity

Position: Administrative Coordinator – Bilingual (French/English)

Status: Full-Time

Location: Agilec Corporate Head Office

Address: 419 King Street West, Suite 3560, Oshawa, ON L1J 2K5

Role Summary:

The Administrative Coordinator provides technical support to our customers in an expedient and professional manner. This team member also provides administrative support to the Information Technology team, and other projects

Security: Must be eligible or hold a valid Reliability Status granted by the Canadian Industrial Security Directorate of Public Service and Procurement Canada (fingerprints are required)

Education:

Completed post-secondary education from a recognized Canadian Institute or its equivalent in Business Administration, or related field

Experience:

- Minimum of two years related experience in administrative support, or related field
- Technical support experience an asset
- Experience in customer service
- Experience working with databases

Required Skills:

- Bilingual English/French language is a requirement
- Ability to work with people, and explain concepts quickly, simply, and thoroughly; and troubleshoot technical problems
- Experience with documenting procedures
- Advanced user of Microsoft Office (Access, Excel, Word, Outlook)
- Professional and friendly communication style (telephone, e-mail, and in person)
- Proficiency in a multi-task and multi-need environment
- Strong administrative and organizational skills including data entry skills
- Ability to follow through on projects and required daily tasks

Knowledge:

- Basic understanding of computer networks, hardware, and office equipment
- General understanding of Voice over IP (VoIP) systems
- General office procedures



- Use of office equipment including multi-line telephone systems

Hours and Duration: 40 hours per week (subject to change)

Hours of Operation: Monday to Friday 6:30am-8:00pm (subject to change)

Hourly Rate: Administrative Coordinator pay scale applies

Travel:

- May be required to travel within or outside of regular working hours to meetings and community events, training, seminars, or to work in other locations
- If use of personal auto is required at any time, then valid driver's license is required; supplemental business insurance may be required

How to Apply:

Please submit a cover letter and resume by e-mail to the attention of Danette Anthony, Chief Strategy Officer to jobs@agilec.ca

Please place **Administrative Coordinator – Your Last Name - VAC** in the subject line of your email.

Closing Date: January 15, 2018

Agilec welcomes and encourages applications from people with disabilities. We accommodate disabilities during the selection process.

We thank you for your interest, but only candidates selected for an interview will be contacted.