

Are you passionate about protecting the environment? Do you go out of your way to reduce, reuse, and recycle? Do you envision a waste-free future?

If you answered yes to those questions, then we'd like to hear from you.

We are the [Resource Productivity and Recovery Authority \(RPRA\)](#), Ontario's circular economy regulator.

Our vision is a circular economy today for a waste-free tomorrow. Our mission is to support compliance with individual producer responsibility through education and enforcement to foster Ontario's circular economy, spur innovation, and protect the environment.

We are looking for a talented and committed individual to join us as an Administrative Coordinator to support the government's efforts to protect the environment and advance a new economy in which all waste is reused, recycled, and reintegrated.

### **Administrative Coordinator**

The Administrative Coordinator provides administrative and organizational support to the Chief Financial and Administrative Officer (CFAO), members of the Finance and Human Resources management team, and other staff as assigned.

### **Practically speaking, you will:**

- Provide administrative support services which contribute to the efficient delivery of finance and human resources services
- Provide support services to ensure the smooth flow of information and effective operations
- Maintain an agenda of issues requiring attention and decision by the CFAO and/or other members;
- Maintain and update departmental policies, procedures and process documents, when requested.
- Support the preparation of meeting agendas, briefing notes, presentations and analysis if required
- Plan, organize, and support the implementation and follow up of various deliverables, projects and activities;
- Ensure that deliverables, projects and activities are completed in a timely manner by coordinating the participation of other staff; monitoring and following up on project progress; addressing issues and concerns; tracking dependencies between projects and deliverables;
- Tracking all staff and contractor commitments to support RPRA in driving commitments and success in fulfilling its mandate
- Provide support to staff and respond to questions about organizational, financial and human resource related policies and internal procedures
- Assume responsibility for composing and/or editing a variety of documents, including highly sensitive, confidential documents including enterprise risk register, Committee and Board reports.
- Draft, proofread, edit, quality check and distribute draft documents for review by the relevant person(s) (i.e. draft minutes, draft agendas, draft letters, draft memos, draft

reports, draft presentations etc.), with consideration to and in anticipation of, deadlines

- Support ongoing projects, process improvements and conduct any required research.

### **Support to the Human Resources Services**

- Support full cycle recruitment efforts including but not limited to preparing offers, job postings, conducting the first round of shortlisting applications, interview questionnaires, scheduling, initiating background screening processes, tracking progress and sharing information with people managers and prospective employees.
- Provide human resource and payroll support services relating, onboarding, offboarding, surveys, data-entry and staff engagement activities and events.
- Acting member of the joint health and safety committee (JHSC). Lead monthly office inspections to ensure compliance with OSHA. Take quarterly JHSC meeting minutes, seek approvals and post on the loop. Assist with updating all health and safety related documentation, procedures and manuals.
- Provide administrative support services to staff committees such as diversity, equity and inclusion (DEI) committee and staff engagement and social committee (SESC)

### **Finance Administrative Services**

- Open, process and distribute electronic and paper mail to relevant staff and departments
- Provide financial support services, such as but not limited to: cheque deposits, account receivable collection and communication with Registrants, data entry, analysis, account reconciliation, tracking and checking of invoices prior to sign-off, preparation and review of expense reports and/or credit card statements, vendor and EFT set up and other SAP related support

### **Electronic Data & Paper File Management**

- Develop and maintain highly organized electronic filing systems for finance and human resource records that permit easy reference and rapid retrieval of information and records
- Coordinate the receiving, analyzing, distributing and responding to electronic and paper communications to facilitate the flow of information
- Ensure compliance with confidentiality and privacy standards and requirements
- Ensure electronic employee files are set up and maintained in a manner that ensure compliance with privacy and confidentiality requirements
- Dispose of documents/materials, including those of a confidential nature, in accordance with established protocols, i.e. shredding

### **Scheduling Meetings**

- Coordinate, including prioritizing, the calendar/appointment schedules ensuring optimal management, conservation and coordination of time and resources
- Arrange conference call logistics; coordinate logistics (i.e. equipment, food and beverages, preparing room for meetings)
- Ensure that meeting participants have the information necessary in advance of meetings, e.g. organizing, preparing and distributing relevant documentation and meeting coordinates
- Coordinate travel arrangements, schedules and reservations required

## **Other Duties**

- Perform other duties and special projects as assigned

## **Qualifications**

### **Education**

- Post-secondary education and/or equivalent work experience

### **Experience**

- Three to five years' experience in a senior administrative support role
- Experience in human resource and/or finance departments considered an asset

### **Other Knowledge, Skills, Abilities or Certifications**

- Excellent communication and interpersonal skills, including tact and diplomacy, in dealing with a variety of work situations, staff, board members, government representatives and the general public
- Excellent project management skills, and an ability to handle multiple, concurrent issues and diverse tasks while meeting deadlines and ensuring timely project completion
- Excellent knowledge of relevant software programs, i.e. Word, Excel, PowerPoint, etc.
- Excellent organizational, planning and time management skills
- Demonstrated attention to detail, including ability to proofread for content and formatting accuracy
- High degree of professionalism and integrity, ability to take initiative and be proactive
- Demonstrated commitment to respecting the privacy and confidentiality of information, and ability to effectively manage confidential and/or sensitive information
- Familiarity with governance processes
- Strong sense of teamwork, including the ability to collaborate with other staff
- Ability to anticipate and resolve issues before they escalate
- Strong customer service orientation
- Ability to take direction from multiple leaders and ability to pivot to higher priority tasks instantaneously as and when required

## **Working with the Resource Productivity and Recovery Authority**

This is a 1-year contract role working Monday-Friday from 9:00am-5:00pm, with flexibility as needed. Our highly attractive total compensation plan includes a competitive salary (commensurate with experience), health benefits, personal days and three weeks of vacation.

We have a hybrid work arrangement and support flexible work schedules. **Remote work is expected to be completed from a location within Ontario.** We are conveniently located in North York on the Yonge subway line at Sheppard Avenue.

You will be a part of a collaborative team doing ground-breaking and meaningful work with a critical environmental and economic mission.

RPRC is committed to maintaining a professional and respectful work environment. RPRC prioritizes the safety and well-being of its employees. Harassment or disrespectful behaviour of any kind by any individual towards our employees will not be tolerated.

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities.

RPRC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**Min: \$53,822 – Mid: \$67,277 salary range**

**How to Apply:**

*All applicants and referrals:* submit your resume to [careers@rpra.ca](mailto:careers@rpra.ca) with the job title in the subject line.