

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 \(RPRA\)](#) and 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.

Our mandate from the Government of Ontario is to advance a circular economy by enforcing the requirements of the [Resource Recovery and Circular Economy Act, 2016 \(RRCEA\)](#) and the [Waste Diversion Transition Act, 2016 \(WDTA\)](#) and their associated regulations.

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 accelerate a new economy in which all waste is reused, recycled, and reintegrated.

This is an excellent position for someone with customer service experience looking to begin and grow a career in compliance in a collaborative and learning environment.

Administrative Coordinator

The Administrative Coordinator provides administrative and organizational support to the Chief Executive Officer (CEO), Chief Financial and Administrative Officer (CFAO) and other members of the team and takes on special projects as assigned.

Practically speaking, you will:

Support to the CEO and CFAO

- Provides support services to ensure the smooth and effective operations
- Maintains an agenda of issues requiring attention and decision by the CEO and/or executive members;
- Supports the preparation of meeting agendas, briefing notes, presentations and analysis if required
- Plans, organizes, and supports the implementation and follow up of various deliverables, projects and activities; Ensures 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

Document Preparation, Co-ordination & Reporting and data entry and analysis

- Assumes responsibility for composing and/or editing a variety of documents, including highly sensitive, confidential documents
- Drafts, proofreads, edits, quality checks and distributes 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
- Provides financial support services, including checking of invoices prior to sign-off preparation of expense reports
- Financial, Payroll and Human Resource related data entry, analysis, and account reconciliation, including tracking and monitoring of administrative or corporate expenses

Electronic Data & Paper File Management

- Develops and maintains highly organized electronic filing systems that permit easy reference and rapid retrieval of information and records
- Coordinates the receiving, analyzing, distributing, and responding to electronic and paper communications to facilitate the flow of information
- Ensures compliance with confidentiality and privacy standards and requirements
- Ensures electronic files are set up and maintained in a manner that ensures compliance with privacy and confidentiality requirements
- Disposes of documents/materials, including those of a confidential nature, in accordance with established protocols, i.e., shredding

Scheduling of Meetings

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

Other Duties

- Perform other duties as assigned

Qualifications

Education

- Post-secondary education or equivalent work experience

Experience

- Three to five years' experience in a senior administrative support role
- Experience in a complex regulatory environment 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 self-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 communicate in French considered an asset

Target Salary Range: \$51,229 - \$64,037

Working with the Resource Productivity and Recovery Authority

This is a permanent full-time 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, a defined contribution pension, personal days, and three weeks of vacation to start.

During COVID-19, we work remotely and support flexible work schedules. **Remote work is expected to be completed from a location within Ontario.** Upon our return to the office, we will continue to support flexible work schedules but depending on the job requirements you'll need to be able to commute to our office. We are conveniently located in North York on the Yonge subway line at Sheppard Avenue.

We are a small team operating in an entrepreneurial environment. We are looking for team players who know what all hands-on deck means, can hit the ground running, and are ready to make the job their own. You'll have plenty of opportunities for growth, development, and mentorship as you learn from our talented team. Our hope for you is that you'll be able to fine-tune your skills and move upward in our organization.

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

How to Apply:

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.

Please submit your CV and cover letter to:

careers@rpra.ca