

# POSITION: Administration Co-ordinator

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Indigenous Clean Energy (ICE) Social Enterprise is seeking a full-time Administration Co-ordinator. The successful candidate will be a master multi-tasker and play a key role in supporting the team with administrative duties. Based in Ottawa, Ontario the successful candidate will have a background in administration. The Administration Co-ordinator will manage the organization's day-to-day administrative needs.

We are an equity employer and encourage all interested people to apply. However, First Nations, Inuit or Métis candidates will be given priority, please self-identify. Travel within Canada may be required. Compensation commensurate with experience.

## RESPONSIBILITIES

- » Perform administrative duties including data entry, scheduling, incoming and outgoing mail, office supply management and vendor liaison;
- » Answering phones, taking memos, maintaining filing system and greeting guests;
- » Co-ordinate meetings with stakeholders including Advisory Committee meetings;
- » Manage website and all social media accounts;
- » Communicate relevant information to team members;
- » Other duties as required.

tags : icejobs, jobopportunity