

About Asset Management Ontario

Asset Management Ontario (AMOntario) is a non-profit volunteer community of practice comprised of public sector asset management practitioners across Ontario. The objective of the organization is to share information and best practices to satisfy the growing needs of the asset management profession relating to public infrastructure.

Our membership spans a variety of expertise and backgrounds including finance, engineering, planning and other disciplines.

Asset Management Ontario membership is available to all municipal practitioners at no charge. Services offered includes:

- Access to quarterly working group meetings
- Access to online resources and webinars
- Updates on the changing asset management landscape in Ontario, nationally and globally.
- Topic-specific project groups
- Workshops & Training sessions*
- Annual General Meeting*

For more information on AMOntario visit <https://www.amontario.ca/>

Contract Details & Scope

AMOntario is currently seeking a Business Coordinator. Reporting to the Chair, the Business Coordinator is responsible for the provision of administrative support, taking notes and minutes at meetings; maintaining office records management systems; and managing administration.

This position is part-time position and, on average, is expected to require a commitment of 2 days per week. The actual hours worked vary according to the time of year.

The successful candidate for the position shall have excellent administration, bookkeeping and communications skills. Design experience is an asset. Additionally, the successful candidate must have a complete home-office facility with all required communications equipment including computer(s), printer (colour and black & white laser), fax machine, digital scanner, Microsoft Office software (current versions of Word, Excel, PowerPoint, Publisher), file conversion software, graphic software etc.

The successful candidate shall be considered at all times to be an independent contractor and shall be responsible for complying with all CRA rules and regulations (including the payment of all income taxes and HST). He she shall have a vehicle for use at all times and shall be fully responsible for maintenance, servicing, gas, insurance etc.

The contract position shall be for eighteen months, and subject to a negotiated renewal for subsequent terms.

Compensation commensurate with experience.

Please direct any questions to curtisching@amontario.ca.

Please apply using the following link: <https://goo.gl/forms/rb4wtkaEZUwwToWX2>

The type and extent of work will vary depending on active priorities and projects. However, as a minimum, it is expected to include the following general activities:

Administrative Duties

- Provide general administrative support as required including organizing and maintaining calendars, coordinates meetings, booking facilities and services, arranging registration, travel and accommodation, etc.
- Prepares and distributes agendas and minutes, confirming attendance and taking minutes of proceedings at meetings as assigned.
- Determines actions items related to meetings; follows-up with appropriate staff to ensure timely completion of action items and information back to the Chair or appropriate staff as required.
- Assist in the preparation and distribution of correspondences, meeting agendas and minutes and other such communications as directed.
- Coordinate the distribution of materials and information.
- Maintain database as to processing requests for mailings and distribution of materials.

Communications and Customer Service Duties

- Supports effective communications between AM Ontario initiatives as required.
- Receives, responds to, delegates or redirects telephone inquiries and electronic communications and takes appropriate action to ensure urgent matters are dealt with quickly, taking initiative to deal with communications as required.
- Composes, transcribes, formats, proofreads, edits, revises and distributes sensitive or confidential correspondence, reports, spreadsheets and presentation materials, as assigned.
- Prepares memoranda or routine letters, for signature by the Chair, from rough draft or verbal instructions.
- Draft document templates, marketing materials and design concepts as required.
- Ensures agreements/legal documents and other reports requiring a signature process have been through the appropriate channels, are complete and have been reviewed accordingly.

Record Keeping and File Management Duties

- Develops and maintains office records management system in accordance with typical organizational standards.
- Identifies best practices and procedures in office administration and program changes.
- Responsible for accounts receivable/payable.