

**Education Coordinator (Office Administration)**

**Electrical Contractors Association of British Columbia,**

**Burnaby, BC**

**Salary: $40,000 plus benefits**

## POSITION SUMMARY

This is a full-time Maternity Leave Position: Starting immediately to April 23, 2018. The Education Coordinator’s main responsibility is to provide exceptional administrative and operational support to ECA’s Educational Programs, Instructors and Education Consultant.

**HOURS**

Office Hours, Monday to Friday: 8:00 am to 4:30 pm. Some evening and early morning hours will be required.

**Start Date:** Immediately

## PRINCIPAL DUTIES

**Administrative Support**

* Update and maintain statistics for all educational programs and courses
* Team leader for courses and seminars

**Operational Support**

* Prepare mini-budgets for courses as required
* Work as a team to ensure the smooth functioning of the office
* Organize courses and seminars registrations with venues and online notifications
* Maintain and update CRM system (Membee)
* Continuous improvement: create and/or improve office systems and approaches to increase efficiency, effectiveness and/or customer service

## STATEMENT OF QUALIFICATIONS

**Education & Experience**

* Minimum completion of college administrative program or equivalent education and experience.
* 5+ years of experience in office administration support and administrative assistant duties
* Minimum keyboarding speed of 50wpm
* 5+ years of experience in a customer service orientated position
* Competent computer skills primarily in MS Office (Windows, Outlook, Excel, Word and PowerPoint)
* Mac/Apple products experience an asset

**Required Knowledge, Skills, Abilities**

* Must have strong written, verbal, and editing skills
* High level of accuracy in the performance of tasks and functions
* Ability to analyze, evaluate and prioritize activities and projects
* Excellent customer service skills, communication and organizational skills
* Ability to meet frequent deadlines and work well under pressure
* Ability to work independently and with others
* Ability to exercise and perform common sense
* Previous event planning experience an asset
* High level proficient minute taking skills
* Knowledge of ECABC’s policies and procedures an asset

**Are you interested in applying for this job?**Tell us about your work experience. Call **604.294.4123 (ext.106)**. We also ask that you please email a cover letter and resume to **recruitment@eca.bc.ca** Please ensure references are available upon request.

Website: [www.eca.bc.ca](http://www.eca.bc.ca)