

## CITY OF HAMILTON

### CITY MANAGER'S OFFICE (HUMAN RESOURCES DIVISION – LOCATION – 120 KING ST. W., 9<sup>th</sup> FLOOR)

#### ADMINISTRATIVE COORDINATOR

#### SUMMARY OF DUTIES

Reporting to the Executive Director, Human Resources & Organizational Development, provides confidential administrative support on a range of complex issues affecting the operations of the Division and relating to the provision of human resource programs and services. Co-ordinates administrative activities within the Division and follows up on outstanding issues as appropriate. Works with minimal supervision on multiple activities and ensures deadlines are adhered to and established procedures followed.

Provides guidance to other staff within the Division as required.

#### GENERAL DUTIES

Provides confidential administrative support to the Executive Director, Human Resources & Organizational Development, anticipating information and other requirements and ensuring that s/he is fully prepared to conduct his/her day-to-day activities.

Assumes responsibility for all administrative activities within the Division.

Assists in business and administrative matters such as responding to enquiries and processing confidential matters such as terminations and severance agreements.

Prepares, composes and proof reads correspondence and reports on a variety of matters, both confidential and routine. Drafts replies on routine and non-routine matters for the consideration of the Executive Director.

Schedules appointments, arranges meetings, books facilities, organizes the delivery of presentation equipment, prepares necessary documentation, provides for catering arrangements and informs participants of arrangements.

Responds to inquiries and liaises with local officials, local boards, government agencies, outside organizations, internal staff and the general public and follow-up as needed.

Maintains records for the Human Resources Division on attendance and vacation for Division staff as well as employee gapping and budget pressures.

Co-ordinates and arranges all travel, conference and course arrangements, and follows-up as appropriate.

Develops and maintains confidential and information filing systems.

Represents the Department on interdepartmental committees dealing with administrative matters as required.

Provides administrative support to interdepartmental committees as required.

Acts as contact person for Human Resources Division ensuring information is disseminated to staff as needed.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

**QUALIFICATIONS**

1. Graduate from an Office Administration Program or approved equivalent education and experience.
2. Progressively responsible experience at a senior secretarial/administrative level, including experience in a human resources function in a large unionized organization.
3. Professional, well-developed and highly effective written, verbal and interpersonal skills with an emphasis on customer service.
4. Must have a high level of accuracy and speed in preparation of written communication, spreadsheets, reports, etc.
5. Previous experience in preparation of reports.
6. Must be proficient in Business English, modern office practices and procedures.
7. Proficient in Word, Excel, Microsoft Outlook, PowerPoint, PeopleSoft, Org Plus and Adobe Writer.
8. Must exercise a high level of discretion, judgement and initiative, especially in dealing with highly confidential/sensitive information.
9. Must be able to work independently on complex assignments and co-ordinate activities with other parts of the organization to promote smooth and efficient communications and information flow.