

---

**Position:** Office Administration & Course Coordinator  
**Department:** Saint Mary's University Business Development Centre

---

**Effective September, 2010**  
**- Job Description -**

---

**REPORTING STRUCTURE:** Report to Director

**JOB SUMMARY:** Administrative, accounts receivable, accounts payable and support for Saint Mary's University Business Development Centre & Director.

**GOALS:** To develop and implement efficient and effective administrative procedures.

This is a key administrative position providing a variety of important activities for the office, staff and clients. The position requires someone with exceptional customer service and communication skills, an excellent telephone manner, accounting skills and is articulate, mature, and self-confident.

**DUTIES & RESPONSIBILITIES:**

**RECEPTION:** Responsible for greeting clients or visitors; corresponding with the business community, clients, university faculty and staff; answering general inquiries, promoting the Centre and its services and scheduling appointments; completing clerical duties. Front desk client services will also include, telephone reception/switchboard, greet and direct visitors/clients, maintain reception area and provide information on our services.

**OFFICE ADMINISTRATOR:** Responsible for planning and coordinating office services, administration support and record management; maintaining databases, client accounts and banking procedures; purchasing and maintaining communications systems, office equipment and supplies; liaison with internal and external contacts. maintain contact database/records management (filing), responsible for main email address/disseminate information, distribute mail/coordinate courier activity, maintain office inventory and supplies, operate and maintain office equipment, maintain boardroom/arrange for catered meetings. Accounting skills preferred as additional admin support shall include accounts payable, accounts receivable, preparing cheques requisitions, and invoices.

**COURSE COORDINATOR:** Responsible for receiving student applications and communicating to students and supervisors.

## **QUALIFICATIONS**

5 years experience and have demonstrated excellent customer service skills and office administration

Experience and training in accounting procedures (accounts receivable and payable)

Proficient in MS software (word processing and spreadsheet applications)

Database and internet applications

Proficient in word processing, spreadsheet and database management

Duties require professional verbal and written communication skills

Ability to maintain a high level of accuracy and detail

Excellent interpersonal skills and team building skills

Analytical, problem solving and decision making skills

Effective verbal, listening and communications skills

Effective organizational and written communications

Time and stress management skills

## **WORKING CONDITIONS**

Majority of time spent working at a desk in an office

Some overtime may be required

Can be a stressful environment at peak times

**COMPETITION OPENS:** August 16, 2010

**CLOSING DATE:** September 10, 2010

Saint Mary's University is committed to the principles of Employment Equity. Saint Mary's University thanks all applicants for applying. Only those selected for an interview will be contacted.

Please direct resumes to:

Saint Mary's University Business Development Centre (SMUBDC)

Attn: Lynn Murphy

1546 Barrington Street

Halifax, NS B3J 3X7

[lynn.murphy@smu.ca](mailto:lynn.murphy@smu.ca)

**No phone calls**