

Job Title: Administrative Coordinator

Location: Saskatoon – HQC Office (onsite)

Reports To: HR Manager

Employment Type: Permanent Full Time

Position Purpose:

The Administrative Coordinator is a proactive and detail-oriented individual who supports the smooth operation of daily administrative and coordination functions across departments and projects. This role is ideal for someone with strong organizational skills, excellent communication abilities, and the capacity to manage multiple priorities in a professional and structured manner.

In addition to core administrative responsibilities, the Administrative Coordinator will:

- Provide scheduling support to multiple leaders, including managing multiple calendars, prioritizing competing demands, and ensuring smooth coordination of meetings.
- Coordinate internal events, assist with HR administrative tasks, support meetings (including minute taking), manage leadership and staff travel arrangements, and contribute to project tracking.
- Work closely with team leads, project staff, and leadership to ensure consistency and efficiency in internal operations.

Outcomes Expected

As part of the Corporate Services team, the Administrative Coordinator will:

- Manage and support calendars for multiple leaders, ensuring effective prioritization, scheduling, and alignment of commitments.
- Coordinate events and meetings, including scheduling, logistics, venue booking, catering, and communication with participants.
- Create and maintain events and meetings work standards.
- Plan and support travel arrangements for staff and leaders, including booking transportation, accommodations, and preparing itineraries.
- Provide administrative support for meetings, including preparing agendas, capturing minutes, tracking action items, and distributing documentation.
- Support HR administrative tasks such as scheduling interviews, maintaining employee records, tracking onboarding materials, and coordinating staff communications.
- Collaborate across departments to collect information, follow up on assigned tasks, and ensure smooth coordination of internal initiatives.
- Maintain organized digital and physical filing systems for documents related to meetings, events, travel, and HR processes.
- Support the planning and execution of staff workshops, team-building activities, and internal trainings.

- Communicate in a timely and professional manner with internal stakeholders, vendors, and external partners.
- Identify, improve, and document administrative processes related to travel, events, HR coordination, and other assigned tasks.
- Other duties as assigned.

Standards:

- Advanced proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Experience using calendars, email platforms, and shared project tools (e.g. Teams, SharePoint, Planner, etc.)
- Ability to work independently with minimal supervision while managing multiple priorities effectively
- Takes ownership of tasks and responsibilities, following through on assignments from start to finish
- Demonstrates initiative by anticipating needs, identifying gaps, and taking proactive steps to address them
- Strong problem-solving skills, with the ability to assess situations, evaluate options, and offer practical solutions
- Resourceful and self-motivated, with a track record of finding efficient ways to complete tasks and improve workflows
- Able to adapt quickly to changing priorities, deadlines, and organizational needs
- Detail-oriented, ensuring accuracy and consistency in all aspects of work
- Continuous improvement mindset, always looking for ways to streamline and enhance processes
- Strong organizational and time management skills with attention to detail
- Excellent communication and interpersonal skills
- Discretion in handling confidential and sensitive information

Qualifications:

- 2–4 years of administrative, office coordination, or operational support experience.
- Demonstrated experience managing calendars and providing scheduling support to multiple leaders.
- Post-secondary education.
- A combination of education and relevant experience will be considered.
- Must maintain a satisfactory criminal record check.

Preferred Qualifications:

- Administrative Assistant Diploma or Degree.
- Experience working in a professional office, nonprofit, or healthcare sector.
- Familiarity with event coordinating tools and quality improvement methodologies.