

## Administrative Coordinator

**Hours:** 40 hours/week  
**Pay:** \$20.55-\$24.00/hour  
**Closing:** once filled



Established in 1979, Wildlife Rescue Association of BC is a leader in the rehabilitation of wild animals and is committed to educating the public on how to coexist peacefully with wildlife. Located in Burnaby, BC, we are western Canada's busiest wildlife rehabilitation centre, with over 6,000 animal patients admitted each year.

The Wildlife Rescue Association of BC is located on the ancestral and unceded homelands of the hən̓q̓əmiñəm and Skwxwú7mesh speaking peoples. We are grateful for the opportunity to be on this beautiful, shared territory.

### About the Role

We are seeking an energetic and detail-orientated Administrative Coordinator to join our business operations team. This dynamic role supports the work of multiple departments and combines general administrative duties with responsibilities in human resources, shipping and receiving, and purchasing. Working together with the Operations Manager, this position will coordinate and develop essential processes to ensure smooth and efficient on-site operations.

### Responsibilities

- General administrative duties including mail handling, data entry, key cutting, filing, and scanning
- Coordination of the shipping & receiving of goods
- Inventory and purchasing tasks such as placing orders, conducting inventory counts and coding receipts
- Assist with Human Resource tasks such as posting job adverts, key assignments, screening calls and coordination of interview bookings
- Supporting the IT department with staff equipment assignments and returns

### Qualifications & Experience

- Excellent verbal and written communication skills
- Strong IT skills including knowledge of Microsoft Office 365
- Keen attention to detail and organizational skills
- Willingness to take initiative, identify and develop essential processes
- Willingness to spend at least 3 days per week on site
- Willingness to obtain a criminal record check
- Willingness to demonstrate proof of vaccination for Tetanus and Covid-19

### Desirable Assets

- Previous administrative experience
- Experience developing and implementing standard operating procedures
- Experience collecting and maintaining data
- Inventory management experience

### Benefits

- Become part of a passionate and dedicated team

- Gain valuable knowledge and skills in the not-for-profit sector
- Gain valuable experience with room for growth
- Employee benefits package

### Equity, Diversity, and Inclusion

It is WRA's policy to provide equal opportunity for all qualified employees and applicants for employment without regard to race, colour, religion or creed, gender, age, disability, national origin, language, political belief, criminal record, pregnancy, marital status or sexual orientation.

Reasonable accommodation will be made for persons with disabilities.

This policy applies to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

If you need assistance or an accommodation, you may contact us at [recruitment@wildliferescue.ca](mailto:recruitment@wildliferescue.ca).

### To Apply

Submit your cover letter and resume together in a single pdf file using our online form

<https://app.smartsheet.com/b/form/207d3ba5ea9240398c168450183b0f1b>

Applications for more than one position at Wildlife Rescue are accepted. Please be advised that only short-listed candidates will be contacted for interviews, but Wildlife Rescue would like to thank all applicants in advance for their interest.