



Let your career SOAR with Wildlife Rescue!

Are you interested in being part of a PURPOSE-DRIVEN team with a passion for animals and wildlife?
Do you want to join a fast-growing organization making a big impact in BC?

We are looking for an **Administrative Coordinator** to join our team.

In this dynamic role, you are encouraged to bring your best self to work every day, where you can make a big impact in the lives of British Columbia's wildlife.

Wildlife Rescue values work-life balance;
we offer numerous values-driven employee perks and benefits to support our employees in being their best selves both in and out of the workplace.

Position Profile:

The Administrative Coordinator is a full-time (32 hours/week) permanent position, responsible for providing comprehensive support across multiple operational areas including Human Resources, Finance, Purchasing, and Inventory Management. This role oversees the office environment and contributes to the smooth functioning of various departments within the organization, making a meaningful impact on our operations.

Wage: \$20.00 - \$22.00 hourly

Who WE are:

Established in 1979, the 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 an average of 5,000 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.

Employee Perks and Benefits:

- Professional development funding and opportunities for career growth
- 3 weeks paid vacation to start
- A competitive extended medical and dental benefits plan, which includes:
 - Teladoc medical services
 - Employee Life insurance
 - Travel protection outside of Canada
 - Access to a variety of paramedical health services including counselling, chiropractors, massage therapists and more.

Highlight of Key Responsibilities

- **Administrative Support:** Assisting with mail collection, bank deposits, data entry, filing, scanning, meeting scheduling, and minute taking.
- **Inventory and Purchasing:** Managing the organization's inventory by overseeing purchase requests, inventory counts, obtaining quotes, placing orders, coordinating shipping & receiving, and communicating delivery schedules.
- **Operations:** Monitoring professional services and adjusting schedules based on the need, including water deliveries, garbage pick-up schedules, and service and repairs coordination.
- **Financial:** Organization of purchasing receipts and invoices, GL coding, and ensuring purchase requests are approved prior to procurement.
- **Human Resources:** Assisting with the creation of recruitment forms, posting job adverts, handling employee key assignments, conducting screening calls, and coordinating interview bookings.

Key Qualifications & Experience

- Certification in Business Administration, Human Resources, Finance, or a similar discipline.
- Proven experience in an administrative support role, preferably in a multi-functional environment.
- Excellent communication skills, both written and verbal.
- Strong IT skills with proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and experience with relevant software applications.
- Attention to detail and high level of accuracy in all work tasks.
- Willingness to take initiative and identify and develop essential processes.
- Strong time-management skills with the ability to prioritize and be highly adaptable to changing priorities.
- Strong organizational skills with the ability to prioritize tasks and manage time effectively.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Flexibility and adaptability to handle changing priorities and deadlines.
- Positive attitude and willingness to collaborate with team members to achieve shared goals.
- OR the right combination of skills and experience—we are looking for the right fit for our team and encourage all interested candidates to apply.

To Apply

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

<https://app.smartsheet.com/b/form/4ad2b93c5041453ba4c48b71cd7977a0>

If you have any questions, please feel free to contact us at recruitment@wildliferescue.ca

Note:

- All candidates must be willing to submit proof of current tetanus and COVID-19 vaccination and to obtain a criminal record check as per policy.
- Wildlife Rescue is an Equal Opportunity Employer committed to Diversity, Equity, and Inclusion. For more information or if you need assistance or accommodation, you may contact us at recruitment@wildliferescue.ca.