

Operations Coordinator Job Posting

BRIEF

If you are seeking a rewarding service coordinator position in a team-centered environment focused on culture, growth, and continuous improvement then the Royal Lifesaving Society Alberta & Northwest Territories Branch is looking for you! We are seeking an individual with an operations background to join our organization as our **Operations Coordinator**.

The Lifesaving Society is a full-service provider of programs, products and services designed to save lives and prevent water-related injury since 1896. We are a leader and partner in the delivery of water safety education throughout Canada and around the world.

The **Operations Coordinator** is responsible for managing inventory levels, resolving member and affiliate issues, and supporting management with the daily operational activities of the organization, ensuring compliance, efficiency, and cost effectiveness. The coordinator will also be responsible for supporting all other operations personnel with the completion of routine duties.

The **Operations Coordinator** will have excellent communication skills with a strong focus on teamwork and collaboration. They will also be able to develop and implement efficient strategies and tactics to increase the quality of customer service and implement best practices across all levels of operational activities of the organization.

WHAT YOU'LL DO

- Ensure all operations are carried on in an appropriate, cost-effective way
- Support operational management systems, processes, and best practices
- Assist in the procurement of materials, management of inventory, and operational efficiency
- Support the organization's processes in remaining legally compliant
- Assist in the management of office supplies and equipment, including monitoring the condition and preparation of replacements or upgrades
- Prepare and maintain operational documentation and reports
- Find ways to increase quality of customer service
- Assist with onboarding of new employees
- Support operational departments in completing routine tasks and resolving disputes

THE SKILLS YOU BRING

- Knowledge of organizational effectiveness and operations management
- Experience with procurement, shipping and receiving, and data entry processes
- Excellent verbal and written communication skills
- Outstanding organizational and time management skills
- Leadership ability and qualities
- Experience in office management or an administrative role

THE REQUIRED EDUCATION AND QUALIFICATIONS

- Proven working experience as an Operations Coordinator or similar position
- A Post-Secondary Diploma in business, finance, or a relevant field is highly recommended
- Proficiency in using Microsoft Office Suite

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- Ability to lift up to 30 lbs.
- Knowledge of organizational principles as they relate to non-profit voluntary sector organizations is an asset

WHAT WE OFFER

- Relaxed dress code
- Flexible schedules
- Paid birthdays off
- Learning and development opportunities
- Free snacks and beverages
- Dog-friendly office

JOB DETAILS

- Service Coordinator
- Term Employment – up to 1 year
- \$20.00 - \$25.00 per hour

SCHEDULE

- Monday – Friday
- 0-40 hrs/week

WORK LOCATION

- Edmonton, AB

APPLICATION DEADLINE

- Open until posting filled