

The Portal Youth Outreach Association provides advocacy and outreach support to youth at risk in the Annapolis Valley. Our Vision is that the Annapolis Valley would be a place where all youth have a safe, supportive, and loving home. We work towards that vision by reducing the number of youth experiencing homelessness through a collaborative community approach with other youth-serving organizations and making access to services simple, relational, and timely.

We strive to provide support for youth and families from a strengths-based and relationship-based perspective. Given that many youths face multiple and complex challenges, working from a trauma-informed lens is critical. Employees need to come prepared with this training and perspective or participate in such training. Our work is youth-centered and youth-engaged, with the hope that youth have a choice in the direction of their lives.

### **OFFICE ADMINISTRATOR**

The Office Administrator will be responsible for overseeing the administration and procurement of all company assets, ensuring effective inventory control, and maintaining all related records and schedules and providing support to the members of the Support Services team. This role is crucial for maintaining operational efficiency and supporting various administrative functions within the organization.

Reports to: Human Resources Manager

Scope: Full-time

Wage/Salary: \$43,875 per year to start, increasing to \$44,850 with successful completion of a 3-month probationary period based on 37.5 hours per week.

Vacation entitlement: as per PYOA Human Resources Guide

This position does not have direct reports.

#### **CORE COMPETENCIES**

- Time Management
- Attention to Detail
- Planning and Organizing
- Communication
- Technical Proficiency

#### **RESPONSIBILITIES**

##### **Inventory and Asset Management:**

- Oversee procurement processes to ensure availability of necessary supplies and equipment.
- Create, maintain, and update a comprehensive database of company assets and inventory, including vehicles.

- Manage the registration, replacement, and maintenance schedules for all assets to ensure they are in optimal condition.
- Ensure compliance with company policies and relevant regulations for all asset-related activities.

**Access Control Administration:**

- Administer and manage access control systems, including keys and passcodes, to maintain security.

**Mail and Office Management:**

- Oversee the handling and distribution of incoming and outgoing mail.
- Purchase and maintain inventory of office and program supplies.
- Regularly organize and tidy the office space.

**Supplier and Service Provider Relations:**

- Establish and maintain relationships with key suppliers and service providers.
- Serve as the point of contact for office cleaning staff and the building manager.

**Visitor and Communication Management:**

- Greet and assist visitors.
- Answer phones and direct messages accordingly.

**Administrative and Logistical Support:**

- Provide logistical and administrative support to the Support Services team.
- Coordinate room bookings and scheduling.
- Run errands and perform additional duties as assigned.

**REQUIREMENTS**

**Education and Experience:**

- Post-secondary or College certificate in business administration or a related field, or equivalent recent experience.
- Proven experience in inventory management and procurement.
- Experience with access control systems and security management.

**Skills and Abilities:**

- Strong organizational and data management skills.
- Ability to manage multiple tasks and prioritize effectively.
- Excellent communication and interpersonal skills.
- Competence and ease in working with technology.

**Technical Proficiency:**

- Proficiency in database management and relevant software.

**WORKING CONDITIONS**

Portal Youth Outreach Association is dedicated to promoting diversity, equity, inclusion, and belonging in the workplace. We celebrate and welcome the diversity of all employees, stakeholders, and external personnel. We welcome applications from Indigenous People, African Nova Scotians and Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are underrepresented. If you are a member of one of these equity groups, you are encouraged to self-identify on your application.

**ADDITIONAL INFORMATION**

The candidate for employment with the Portal must be able to submit a clear police record check and a clear report from a Child Abuse Registry Check, be willing to have references checked, and adhere to strict confidentiality requirements.