

ROLE PROFILE: OFFICE COORDINATOR WITH CO. INNOVATION CENTRE

Location: 710 Torbay Rd., Suite 100, St. Johns', NL

About Co. Innovation Centre

Co. Innovation Centre (COIC) is an innovation hub that fosters industry, business, and ecosystem collisions across multiple sectors. It is focused on fostering collaboration and technology growth to accelerate the development of the innovation-driven economy across the province. This trailblazing initiative was born out of the needs of the innovation community and broader ecosystem. It is directly supported by techNL, in partnership with Energy NL, Canada's Ocean Supercluster (OSC), and Energy Research & Innovation Newfoundland & Labrador (ERINL) with support from many other companies, organizations, and volunteers.

COIC is opening in Spring 2024, in a newly renovated 54,143 sq ft building, strategically situated within a growing innovation district. The building is ideally located near the airport, with highway access, and many nearby industry partners. There is a large open parking lot, that is free for visitor use. The space itself is dedicated to cultivating innovative connections, collaborations, and co-creations, between industry and established & growing businesses through unique programming, access to special technology assets, proximity to other innovators, and as a demonstration space providing visibility. More information can be found on COIC's website <https://coic.co/>.

Job Summary

Reporting to the President of Co. Innovation Centre, the Office Coordinator will work to ensure smooth day-to-day administrative functions within the Centre, with a focus on supporting the overall vision, objectives and the programming of COIC. The successful candidate must be creative, embrace change, and be comfortable with creating new ways of providing value through the administration function.

Duties & Responsibilities

The successful candidate will also have a variety of specific programming, administrative, financial, and miscellaneous tasks, that will contribute to the Centre's ability to deliver on programming priorities, including:

- **Administrative support:** Oversee general COIC office space- including being first point-of-contact for members, visitors, and service providers (e.g. contact person for main entry system, main phone lines, COIC emails, and feedback system). Manage COIC office supplies inventory management, sort & distribute COIC and member mail, and general document preparation, formatting, and proofreading. Ensure that COIC office space is well-maintained, organized, and secure. Assist with special projects, such as process improvements and budget development. Develop and implement new administrative policies and processes. Other relevant day-to-day activities as needed.

- **Programming/Event coordination:** Work closely with the COIC Communications & Programs Coordinator to support the delivery of high quality in-house COIC programming and events (includes full spectrum of event planning logistics, including planning, coordinating, and delivery). Work with COIC team to establish events and programming SOPs and policies.
- **Finance duties:** Oversee office related contracts and inventory, collect & track payment receipts, track membership payments, prepare invoices, and gather relevant quotes.
- **Facilities management:** Work closely with the Business Operations Manager and Property Management Company to oversee various day-to-day operations of COIC.
- **Leadership support duties:** Support scheduling activities for the President of COIC, take/prepare minutes for COIC meetings, arrange for approvals & document signatures, assist with travel arrangements as necessary.
- **Visitor support:** Greet, sign-in, verify visitors, and direct them to the appropriate parties (ensure Co. Innovation Centre visitor SOPs are followed through (e.g. properly signed-in, tracked in the system, and provided visitor nametags).
- **Member Point of Contact:** Primary source of contact for member inquiries, ensuring questions, feedback, concerns are passed along to the appropriate contacts.

Skills & Requirements

- High school diploma or equivalent education required.
- 5+ years of administrative assistant experience or equivalent.
- Post-secondary education in a business or administration-related area an asset.
- Exceptional interpersonal, written, and verbal communication skills.
- Proficiency with office technology and equipment, including fax machines, printers, copiers, scanners, and computers.
- Knowledge of appropriate software including Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat.
- Creativity and strong problem-solving skills.
- Practical experience in finance and accounting.
- Self-starter able to execute with minimal supervision.
- Strong written and verbal communications skills.
- Strong task and time management skills.

How to Apply

Please submit your application to the attention of Meagan Kay-Fowlow via info@coic.co (must include a cover letter and resume) and include "Office Coordinator Application" in the subject line of the email.