

The Occupational Health Clinics for Ontario Workers Inc. is seeking a Provincial Office Coordinator (POC).

OHCOW is a not-for-profit labour governed worker based network of inter-disciplinary occupational health clinics in Ontario. OHCOW provides clinical services to workers and groups of workers; prevention services to workers, unions, employers and workplaces; carries out participatory research and prevention tool development; and engages in knowledge transfer and exchange with workplace parties and the community.

OHCOW is designated to carry out this role under the Occupational Health and Safety Act. It works in partnership with the provincial government, the WSIB, other health and prevention organizations and various stakeholder groups.

Reporting to the Chief Executive Officer (CEO), the (POC) has responsibility for:

Responsibilities

- Coordinate communications with Board members and arrangements and follow up for OHCOW's Board meetings and related matters
- Maintain OHCOW's corporate records and key documents
- Provide support for OHCOW's financial accountability and reporting responsibilities
- Manage accounts payable and accounts receivable, and related financial approvals and transactions
- Coordinate arrangements for provincial level partnership meetings and initiatives
- Provide executive level support for the (CEO)
- Coordinate operations of the Provincial Office
- Respond to client, partner and public contacts and enquiries to provincial office

Qualifications

Essential knowledge and skill requirements, which an employee in the job must have to fully perform all accountabilities.

- Community college or equivalent degree or diploma in business
- Minimum of 5 years in an office administration or executive support role with experience in financial processes
- Proven track record for attention to detail, accuracy and rigour in all levels of work
- Experience operating in a highly structured multi-stakeholder environment
- Experience working with vulnerable people and/or communities
- Excellent planning skills to weigh priorities and develop an ongoing plan for the management of provincial office combined with planning for the other core duties of the position.

- Excellent knowledge, and skills in business practices, including accounting transactions and accountabilities, budgeting and auditing.
- Excellent financial analysis and problem solving skills to identify potentially sensitive or problematic transactions or situations that do not comply with the directives or policies of the organization, which may require further investigation, background information or intervention by the Accounting Manager or an Executive Director.
- Excellent writing skills for various writing requirements, including drafting correspondence for the CEO and Board Chair, and recording and producing minutes of various meetings ranging from routine to complex.
- Excellent skills and knowledge in the development and maintenance of organizational accountability frameworks, policies and procedures.
- Excellent skills in developing organizational agendas and processing complex issues through operational and governance structures.
- Excellent analytical skills, to determine what key information should be brought to the attention of the CEO or leadership group.
- Training and experience with key software:
 - Great Plains or similar accounting software
 - SAP Concur
 - Microsoft Office, including Word and Excel at an advanced level, Access, Outlook and Powerpoint
 - Online meeting and webinar software
 - CRM or similar relational databases and client activity management software and reporting
 - Web and social media applications

Core competencies which are necessary to work at OHCOW in the provincial office and carry out the overall responsibilities of the position:

- Excellent problem solving skills
- Assertive team player who steps in to help others and also able to work independently
- Able to effectively communicate internally and externally, both verbally and in writing
- Strong regard for quality work and professionalism

- Excellent organizational skills to balance multiple projects at the same time, record, track, update, and quickly disseminate various forms of documentation, and meet deadlines.
- Commitment to OHCOW's mission to prevent occupational illnesses and injury, and to promote the highest degree of physical, mental and social well-being of all workers.
- Knowledge of occupational health and safety and workers' compensation issues
- Commitment to serving and supporting vulnerable workers and communities and/or labour unions and other worker community organizations. Professional ethics, including especially experience in protecting confidential information. Have a valid driver's licence and be able to attend meetings within the Greater Toronto Area on a regular basis and to travel outside the GTA occasionally.

We offer a comprehensive compensation package including being part of the Hospital of Ontario Pension Plan (HOOPP). If you meet these requirements and are looking for a rewarding career, please forward your resume and cover letter in Microsoft Word format and reference OHCOW POC in the subject line by Friday January 3rd 2020 in confidence to: resume@ohcow.on.ca

OHCOW values inclusivity and diversity in the workplace. OHCOW welcomes applications from persons of diverse backgrounds applying for the position. OHCOW is committed to providing accommodations in all parts of the hiring process. If you require an accommodation, we will work with you to meet your needs.

No phone calls please. We thank all those who apply; however, only those selected for an interview will be contacted.