October *2026*

Job Description:
Administrative Coordinator

Full-time, permanent

The Administrative Coordinator position is an entry-level, full-time permanent role within the Association. This position provides administrative and operational support to the Association delivering a professional, member-centered service experience.

Duties

General Office duties:

- Greet visitors and assist with general inquiries.
- Answer phone calls and provide general information to callers.
- Open, sort and distribute incoming correspondence, including letters, faxes and email.
- Perform general office duties such as keeping the office organized, filing, ordering supplies and maintaining records.
- Process payments at the front desk for membership, merchandise and event registration.

Administrative duties:

- Coordinate business meetings including arrange travel
- Coordinate Zoom and hybrid meetings including equipment setup, technical support and troubleshooting
- Prepare and distribute meeting packages
- Attend meetings and take accurate minutes that summarize discussion, decisions and actions
- Draft correspondence and replies as required
- Schedule business appointments and update the shared office calendar
- Provide support to the Finance Department (e.g. processing payments, AR/AP data entry and invoice preparation).
- Assist the departments with administrative tasks (e.g. filing, photocopying, scheduling, booking travel, minutes, etc.)
- Coordinate meetings and events, including assisting with Annual General Meeting preparations

Member Support duties:

- Respond to member inquiries
- Assist with distribute membership correspondence, renewal notices, receipts and database updates as needed

Skills/Qualifications

- Administrative Assistant Certificate
- Strong customer service skills with professional telephone etiquette
- Active listening skills and attention to detail
- Typing speed of 50+ words per minute
- Proficient with Microsoft Office, Teams, Zoom, Gmail, Google Workspace
- Knowledge of the cattle industry is considered an asset

Supervisor

This position is supervised by the General Manager.

Wages & Benefits

Salary range for entry level position is $50,000 - $57,000 ($27.47 - $31.32/hour) depending upon experience. Extended health benefits, dental coverage and 5% matching RRSP are included.