

Position: Office Coordinator

Term: Full-time, Contract

Location: Toronto, ON

Reports To: Communications Manager

Department: Administration

Primary Function: Coordination and support for BaAM office operations

Position Summary:

The Office Coordinator is fiercely passionate about all aspects of the organization and tidiness of all office areas. Responsible for smooth operation of the daily office routine, including answering main BaAM phone line, booking company travel, coordinating all supplies, managing the company calendar and providing general team support. The Office Coordinator maintains an awareness of all aspects of BaAM’s business development and project work, demonstrating a high level of professionalism and confidentiality.

Major Duties and Responsibilities

- Own all office operations to ensure that BaAM staff have the tools, resources, and support they need to do their jobs
- Manage office supplies, including standardized ordering, inventory management and supplier relationship management
- Coordinate office operations services including security, cleaning, pest control, ordering and maintaining inventory levels for cleaning supplies and coffee/kitchen supplies
- Answer BaAM primary incoming phone line, arrange conference calls, and work with Communications Manager to oversee voicemail system
- Manage local, national, and international shipments originating at BaAM’s Toronto office
- Use The Works to support the administration of all aspects of office finance (Budgeting, Estimating, Purchase Orders, Reports, Expense Reports, etc.)

- Organize and book company travel according to established policies. Ensure travelers are prepared, travel request forms and other documentation is complete and re-billed travel is managed per agreed procedures
- Maintain company calendar ensuring it is up-to-date, engaging with all BaAM staff members to gather accurate information
- Ensure all direct interaction with clients is professional and informed
- Treat all information with a high level of professionalism and confidentiality
- Support Project Managers and Coordinators in the breakdown of project files and file retention, storage, etc.
- Follow the BaAM Productions Health & Safety Policy
- Other duties and responsibilities as assigned

Essential Position Requirements

Background and experience

- An excellent working knowledge of office software applications; Microsoft Word, Excel and Outlook
- Excellent interpersonal skills, ability to work alone or as part of a team
- Strong communication and time-management skills
- Work experience in a similar fast-paced office administration environment
- Proactive, solution-oriented attitude

Education and Training

- Post-secondary degree in theatre, event planning, design management or a related field, with an understanding of the structure and organization of show production or project management
- Related experience in event production and/or administration

Physical demands

- Long periods of sitting and computer work
- Lifting of up to 30 pounds may be required

Other requirements

- When required, must be willing to work flexible hours, including evenings and support project and production schedule deadlines
- Valid driver's license

How to apply

If this sounds like the perfect position for you, submit your cover letter and resume to careers@baamproductions.com.

We thank all applicants in advance for their interest. However, only those selected for an interview will be contacted. No phone calls, please.