



Coordinator, Operations

1 Full-Time Position Women's College Hospital Foundation

Women's College Hospital

For more than 135 years, Women's College Hospital has been developing revolutionary advances in healthcare. Now more than ever we know how important it is to address issues related to population health, patient experience, and system costs. At Women's we advocate for healthcare equity because we know that a healthy society requires a level playing field where everyone has access to timely, high quality, efficient and compassionate care. Today, Women's is a world leader in revolutionizing healthcare for women and advancing health system solutions for all. Learn more about WCH, visit: www.womenscollegehospital.ca / @WCHospital.

Women's College Hospital Foundation

Through the generosity of the community, the Foundation fuels the Hospital's excellence in research and health care. Women's is at the leading edge of fundamental changes in the healthcare system and the Foundation plays a critical role in advancing this agenda by supporting the Hospital and its extended mandate. With a long and proven history, Women's is building on its established success to continue its role as a trailblazer. Donors have been, and continue to be, paramount to the success of progressive healthcare.

The Opportunity

The position of **Coordinator, Operations** is responsible for front line office administration and accounts payable functions for the Foundation. The incumbent must be well organized, have high attention to detail, and able to work in a fast-paced environment with interruptions. The individual is the 'face' of the Foundation for many of our donors and must always reflect professional, courteous, tactful, and friendly behaviour that reflects favourably upon the Foundation.

Commitment to inclusion, diversity, equity, and access is a necessity for this role, as this is a guiding principle at WCHF.

Women's College Hospital Foundation values a diverse workplace and strongly encourages women, racialized people, LGBTQ2+ individuals, people with disabilities, and foreign-born residents to apply.

The Role:

Reporting to the Director, Finance & Donor Services, the **Coordinator, Operations** is an important member of the Foundation team.

Key Responsibilities:

- Prompt and professional answering of the main phone line and email
- Timely and accurate sorting of incoming mail and processing of bank deposits
- Input and processing of Accounts Payable and payments
- Provide administrative support to Director of Finance & CFO
- Embracing and consistently enacting organizational values of respect, caring, integrity and partnership, supported by being authentic and accountable.

Accountabilities and Responsibilities include, but are not limited to:Office Operations (50%)

- Reception and front office; answer Foundation telephone and email
- Accept over the phone and in person donations and issue temporary tax receipts
- Triage and address complaints and concerns
- Receive and sort mail; distribute to staff
- Prepare and send courier packages on behalf of all departments
- Attendance management and maintenance for payroll
- Coordinate and support new staff onboarding
- Meeting scheduling, material assembly and catering coordination
- Office supply management
- Document storage management
- Other clerical support as required

Accounts Payable, Hospital Grant Administration and Reporting (50%)

- Entry of invoices, expenses, Hospital grants and credit card transactions with support retention
- Administer procurement policy via vendor updates and follow ups with departments
- Ensure all purchase and payment requests comply with policies and donor restrictions
- EFT set up for all disbursements with appropriate approvals
- Communication with vendors and Hospital finance on payments and grants
- Tracking of pending Hospital grants
- Corporate credit card management
- Maintain and reconcile petty cash
- Expense reporting to departments

Qualifications:

- Demonstrated excellence in the areas of customer service, organizational skills, attention to detail, and accuracy
- Demonstrated ability to work effectively with a range of personality types, including those of internal teams, donors, and other external stakeholders
- Ability to handle sensitive and confidential information appropriately and with discretion.
- Experience with conflict management is an asset, but not required

Salary Range: \$45,000 - \$55,000 eligibility for merit pay and comprehensive benefits including Healthcare Ontario Pension Plan enrollment

Qualified applicants are invited to submit resume and cover letter by Tuesday April 12, 2022.

To submit your application, please [CLICK HERE](#) and click on the “I am Interested” button at the bottom of the page.

As a condition of employment, you are required to submit proof of full COVID-19 vaccination to the Hospital’s Occupational Health, Safety & Wellness department.

We thank all applicants for their interest; we will contact only those applicants selected for further considerations. Please note that submissions will be reviewed on an ongoing basis, and therefore early submission is encouraged.

Women's College Hospital Foundation is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Foundation and Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants are asked to make their requirements known in advance.