



SBCI

School Boards' Co-operative Inc.

Administrative Assistant

Organization:

For Ontario school boards that wish to improve efficiencies, decrease their costs, and mitigate the negative impacts of absenteeism, SBCI – a member-owned not-for-profit co-operative – provides expert actuarial, attendance, health and safety, and workers' compensation consulting services. Through our industry-leading knowledge and collaborative approach, we work to make schools safer, healthier, and more productive.

We are currently seeking a qualified candidate to fill an Administrative Assistant position with our Administrative Services Department.

Position Summary:

The Administrative Assistant will be responsible for providing exemplary administrative and clerical support to an organization of approximately 50 staff members.

This is a full-time position, 5 days per week, 7 hours per day, hybrid role. This role requires regular in-office attendance, at least one-two days per week, and as required.

Key Responsibilities:

- Provide comprehensive administrative support to the client services, support teams, and executive leadership.
- Coordinate, prepare, edit, and proofread documents such as correspondence, presentations, and reports using various software applications.
- Manage incoming and outgoing communications and correspondence for a wide range of internal and external stakeholders; respond to or appropriately screen telephone inquiries.
- Proactively and independently manage calendars, contact databases, and scheduling priorities.
- Coordinate meetings, conference calls, video conferences, webinars, and live meetings, ensuring all required materials are prepared and distributed in advance.
- Provide meeting support, including drafting agendas, taking minutes, and tracking follow-up actions.
- Organize and schedule catering services and maintain adequate coffee/kitchen supplies.
- Arrange travel itineraries, accommodations, and related logistics.
- Coordinate with vendors for office, equipment, and facility maintenance.
- Order and manage office supplies, ensuring accurate inventory levels.
- Provide project management and coordination support as needed.
- Perform other duties as assigned.

Key Skills and Experience:

- 2+ years administrative experience
- Minimum College Diploma in a related field
- Excellent computer skills including demonstrated proficiency in Microsoft Office suite applications (Word, Excel, Outlook, Teams, PowerPoint, etc.); proficient in Adobe and telecommunication software
- Experience in social media and website administration would be an asset
- Strong analytical & organizational skills, demonstrated ability to manage time and prioritize work, with minimal direction
- Work autonomously and as a team
- Must demonstrate attention to detail and work proactively
- Excellent communication skills, both written and verbal; Fluent in English
- Bilingual in English and French an asset

Candidates are welcome to apply by submitting a cover letter and resume by e-mail to careers@sbc.org.

This position will be open until December 15, 2025, or until filled.

The annual salary range for this position is \$52,950 – \$62,305.

We offer our employees:

- Competitive compensation and benefits package
- OMERS pension plan (matched by employer)
- An inclusive, team-oriented culture
- Flexible hybrid work with home office/remote work opportunities available (role dependant)
- Reduced summer work hours
- Continued professional development opportunities
- Free onsite parking at the office
- Wellness programming
- Employee Assistance (and Family) Programs (EAP/EAFP)
- Paid time off (Vacation, Sick, Personal days, and bereavement)
- We strive to provide more work/life balance

Aspects of the interview process will be completed virtually.

SBCI is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment. Reasonable accommodations are available upon request for all candidates taking part in all aspects of the recruitment and selection process. To request an accommodation please contact Careers@sbc.org.