



## Compost Winnipeg Office Coordinator

Compost Winnipeg seeks an independent and responsible individual to work as an Office Coordinator. [Compost Winnipeg](#) is a social enterprise of the [Green Action Centre](#).

Position: Office Coordinator

Hours: 40 hours per week

Starting Wage: \$18 to \$20 per hour. Health spending account available after 3 months.

Application Deadline: March 2, 2023 at 5:00 pm

### **PURPOSE OF THE POSITION:**

Compost Winnipeg is an environmentally driven social enterprise with a mission to manage waste responsibly and reduce greenhouse gas emissions by providing organic collection service to Winnipeg residents and businesses, thus diverting organic material from the landfill. Profits generated by Compost Winnipeg support Green Action Centre's environmental programs.

### **RESPONSIBILITIES:**

- Administration
  - Manage client details on cloud based software (Zoho and Google platforms)
  - Manage inventory, purchase and tracking of supplies
  - Review staff timesheets and prepare for submission
  - Coordinate staff benefit plan
  - Prepare diversion reports
  - Data entry
- Customer service
  - Answer customer questions and concerns by phone and email
  - Follow up with clients on questions or concerns
- Social media
  - Manage social media accounts
  - Reply to inquiries
  - Create original content
- Onboarding new residential clients
  - Communicate with new clients
  - Route placement of clients using cloud based software
  - Update and maintain route maps
- Onboarding new staff
  - Prepare documents and order supplies for new staff
  - Orientation for new staff



- Dispatch and Driver support - communicate client details to Drivers
- Draft and distribute documents, letters, and various correspondence
- Participate in continuous improvement of administrative and financial processes
- Cleaning and organizing around the office and shop as needed
- Other duties, as assigned.

#### **Qualifications:**

- 2 or more years experience working in administrative setting is preferred
- Good written and verbal communication and customer service skills
- Experience with client account management
- Punctual, responsible and self-disciplined
- Strong organizational management and high attention to detail
- Able to work well with others and independently
- Knowledge of cloud-based software or willingness to learn
- Knowledge of composting or willingness to learn
- Willingness to be flexible and work in an informal office environment
- Available Monday - Friday 8:30AM – 4:30PM (some flexibility with shift days/time is possible)

#### **Diversity and Inclusion**

Compost Winnipeg is committed to being an inclusive employer and is working to better represent the diversity of the communities we serve. We encourage members from the following communities to apply and self-declare in your application:

- Indigenous, Black, People of Colour
- Immigrant or refugee
- People with disabilities
- LGBT2SQ+

Being a member of an equity group is among our hiring selection criteria. Your declaration of membership in any of these groups will remain confidential.

To Apply: Please submit your resume to [amanda@compostwinnipeg.ca](mailto:amanda@compostwinnipeg.ca) with "Application: Office Coordinator" in the subject line by March 2, 2023 at 5:00 PM.