



FRONT OFFICE COORDINATOR – VANCOUVER (IN PERSON)

About the position

As the **Front Office Coordinator**, you will play a crucial role in providing a welcoming environment and creating an exceptional experience at our Provincial Office in Vancouver. Serving as the first point of contact for guests, callers, and others reaching out to the Society, you will offer support to the Society through various reception-related and administrative tasks such as greeting visitors, answering phone inquiries, and addressing questions. This role reports to the Director of Operations.

Title: Front Office Coordinator

Salary range: \$50,000 - \$55,000 per year

Contract: Permanent

Hours: Full time - 35 hours per week

Location: Vancouver, in person

Key Responsibilities

- Be the welcoming face for all visitors, volunteers, and employees and other general Reception duties, including answering and directing calls and emails, receiving and sorting mail, and sending and receiving deliveries.
- Handle facility tasks to keep everything running smoothly, including resolving and triaging inquiries and issues, communicating with the building manager, and ordering office supplies.
- Support donation processing.
- Attend and actively participate in "All Staff" meetings and events.
- Perform other duties to support teams and organizational goals as they arise.

About you

This role is perfect for a personable individual who enjoys interacting with people and has strong organizational and communication skills. The ability to remain calm and positive, even amidst interruptions, is essential. Ideal candidates will have 1-3 years of administrative and customer service experience.

Key Qualifications

- Excellent oral and written communication skills.
- Committed to a life-long learning approach.
- Attention to detail

Technical Qualifications

- Confident and efficient using the MS Office suite.

About us

As a member of the team, you will have access to a wide range of employee benefits, including:

- Flexible work options, including flex days and hybrid arrangements.
- 4 weeks vacation to start, 12 sick days, 2 personal days as part of a 35-hour work week.
- 13 paid holidays, with an option for cultural day swaps.
- Full health benefits, including a Health Care Spending Account and Employee Assistance Program for you and your dependents.
- Support for career growth and development.

There are approximately 85,000 British Columbians living with dementia, and this number is growing. For every person living with dementia, there are many more people affected, including family, friends, co-workers and other members of their communities. Our vision is of a world without Alzheimer's disease and other dementias and that world begins with a more dementia-friendly society, where people affected by dementia are acknowledged, supported and included. When you work for the Alzheimer Society of B.C., you help us realize that vision by connecting more British Columbians to the support and education they need at any point on their dementia journey. You help us challenge stigma and change the future for people affected by dementia. You help us show people affected by dementia that they're not alone.

Equity and diversity and inclusion are essential to societal change and healthy workplaces. An open and diverse community fosters the inclusion of voices that have historically been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

TO APPLY

If this sounds like you, we would love to hear from you.

EMAIL (Only PDF or Word documents are accepted) your resume and a cover letter that details how your experience and qualifications match this opportunity.

People & Culture team
Alzheimer Society of B.C.
300 – 828 West 8th Ave
Vancouver, BC V5Z 1E2
humanresources@alzheimerbc.org

**This posting will remain open until the position is filled.
We encourage you to apply as soon as possible.**

We sincerely thank all applicants for their interest in the Alzheimer Society of B.C. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

To find out more about the Society, our programs, and about First Link® and the Dementia Helpline, visit www.alzheimerbc.org



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