



ADMINISTRATION AND PURCHASING COORDINATOR



WHO ARE WE

Elim Village is a developing comprehensive Christian seniors community located on 25 acres in Surrey, B.C. As a not-for-profit organization, Elim Village offers a unique opportunity to be a part of a working environment that embraces Christian principles and beliefs and pursues the highest standards in business and care operations. With our campus of care model, our approach is integrative and team oriented. Our core values emphasize the relationships we hold with residents, staff and stakeholders.

JOB SUMMARY

We are looking for a dynamic and motivated full-time Administration and Purchasing Coordinator. The Administration and Purchasing Coordinator reports to the Manager of Business Operations and supports all aspects of Elim Village Surrey and Chilliwack operations including Reception, Facilities and Maintenance (including Grounds and Security), Contracted Services (including Dining Services, Environmental Support Services and Information Technology), Property and Event Management Services (including short & long-term rentals) and Purchasing. As a key contact point between Elim Village and its various stakeholders, this individual needs to be a positive reflection of the organization and its values. As direct supervisor of the main receptionist, this person will also provide oversight to all daily reception tasks.

QUALIFICATIONS

- ⇒ 5 years of relevant experience working with senior level administration with particular experience in:
 - Office administration
 - Enterprise purchasing
 - Administrative assistance
- ⇒ Proficient with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, OneNote & SharePoint).
- ⇒ Previous related experience in a customer service organization or senior living community.
- ⇒ Possess a post-secondary degree or diploma in Business Administration or relevant discipline would be an asset.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ⇒ Demonstrate respect for the mission, vision and values of Elim Village.
- ⇒ Demonstrated skills in office administration, organization, problem solving, customer service, inventory control, vendor research, expense tracking, minute taking and communication in the execution of assigned duties.
- ⇒ Ability to work in a team environment as well as completing tasks independently with a minimum of supervision.
- ⇒ Must have proven ability to establish and maintain effective working relationships, dealing with diverse personalities and a variety of internal and external stakeholders, particularly seniors.
- ⇒ Ability to effectively prioritize work flow and handle confidential matters and information.
- ⇒ Results-oriented with the ability to interpret and effectively manage multiple and competing priorities and timelines.
- ⇒ Able to develop and maintain electronic calendars, filing systems and databases.



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NOTES

- ⇒ Competitive compensation based on qualifications and experience.
- ⇒ This is a full-time position.

**JOIN A DYNAMIC TEAM OF COMMITTED HEALTH PROFESSIONALS IN THE CONTINUING
DEVELOPMENT OF ELIM VILLAGE!**

TO APPLY, PLEASE ADDRESS YOUR COVER LETTER AND RESUME TO:

NAME:	Valentina Seale, HR Manager	EMAIL:	vseale@elimvillage.com
ADDRESS:	9025 160 Street. Surrey, BC V4N 2X7	PHONE:	604.583.3546
		FAX:	

While we are thankful for all applications, only those selected for interviews will be contacted.