



Ontario Colleges Library Service (OCLS) is a not-for-profit organization funded by the Ministry of Colleges and Universities to support Ontario's 24 publicly assisted colleges and their libraries. With OCLS's strong reputation for service excellence, the college libraries trust us to deliver services and expertise in line with our mandate to create efficiencies, achieve cost savings, and build capacity across the system.

Our reputation would not have been built, nor could it be maintained, without the skills, knowledge, and experience of the extraordinary members of the OCLS team. Be part of our close-knit, collaborative team and join us in delivering quality shared services to Ontario's college library system.

## **Corporate Administrator**

The Ontario Colleges Library Service (OCLS) is seeking a Corporate Administrator to join their Corporate & Business Services team. In this role, you will play a crucial part in providing comprehensive corporate, business, and administrative support across the organization, ensuring the efficient operation of OCLS. Your responsibilities will also involve coordinating and facilitating various administrative activities associated with the governance of OCLS and its Board of Directors.

### **Key Responsibilities:**

As Corporate Administrator, you will be supporting the corporate administrative functions of OCLS with the development, implementation, and maintenance of office administrative procedures and best practices, ensuring efficient coordination, control, and reporting of operational and administrative activities. Additionally, you will be providing direct administrative and clerical support to both management and teams and act as the back-up to the finance person. This support also extends to the development and revision of corporate policies and guidelines, along with the management and maintenance of corporate contract files, ensuring compliance with contract terms. Lastly, you will be overseeing software licenses and contracts, tracking supplies, equipment, IT assets, and database management are integral components of this role.

You also will be responsible for providing senior support to the Board of Directors, including the preparing and distributing meeting materials. In this role you will attend meetings upon request, distributing board documents, agendas, and recording minutes.

Furthermore, the role is instrumental in guaranteeing effective user access to our information and knowledge management platforms and administrating access and retention of OCLS-related paper and electronic records, files, and information, in strict compliance with records and information management requirements, procedures, and protocols. Your work includes managing our website, intranet and supporting the development of training materials and newsletters.

**Qualifications:**

- Completion of a postsecondary diploma or degree in Public Administration, Business Administration of a related field, or a combination of education, training and relevant experience.
- Experience in office management.
- Experience working in or with libraries would be an asset.
- Experience in board governance and compliance.
- Familiarity with Enterprise Risk Management (ERM).
- Strong organizational and time management skills for handling multiple tasks in a fast-paced environment.
- Ability to work independently with minimal supervision.
- Knowledge of administrative principles and strong records management.
- Effective written and verbal communication skills for diverse audiences.
- Project management, organizational, and customer service skills.
- Attention to detail, accuracy, and meeting deadlines.
- Analytical skills for research and staying updated on best practices.
- Superior problem-solving ability.
- Comfortable with technology and interested in learning new software to support organizational efficiency.
- Proficiency in SharePoint, Confluence, Adobe Acrobat, and Microsoft Office 365.

**What OCLS Offers:**

- Competitive compensation (starting at \$59,321)
- Hybrid work environment.
- Learning and development opportunities.
- Comprehensive benefit and defined pension plan.
- Commitment to work-life balance, which includes a minimum of 3 weeks of vacation per year, a summer earned days off program, and generous personal leave
- Employee and family assistance program (EFAP).

**How to Apply:** Click on the following [LINK](#) to apply by **December 18<sup>th</sup>, 2023**

If you have questions, please contact Mirjana Nevajdic at 416-237-1500 x .236 or at [mirjana.nevajdic@hra.on.ca](mailto:mirjana.nevajdic@hra.on.ca). Please visit [Ontario Colleges Library Services](#) for more information

*OCLS welcomes applications from those who would contribute to the further diversification of our staff, including, but not limited to, Indigenous Peoples, persons with disabilities, and persons of any sexual orientation or gender identity, ethnicity, or age.*

*OCLS is an equal opportunity employer and strives to ensure that its hiring process meets the needs of all persons with disabilities. As such, OCLS will provide reasonable accommodation for any applicant, as requested during the hiring process.*