



Position: Office Administrator

Reports to: Controller/President

Location: Abbotsford, BC

Start Date: April, 2024

Synopsis:

HyLand is a real estate endowment that manages a significant portfolio of development and rental properties to generate revenue for the international relief work of MCC (Mennonite Central Committee).

MCC is a Christian non-profit organization that supports relief, development, and peacebuilding initiatives in over 53 countries worldwide, including: refugee support for war-torn countries; humanitarian aid for areas affected by natural disasters; clean water, job creation, and education programs in developing nations; and reconciliation with Indigenous Peoples. MCC Canada has been named a Top Ten International Aid non-profit by Charity Intelligence.

HyLand is a unique organization for two reasons: 1) The work is imbued with a deep sense of purpose, as every earned dollar will be deployed to help those in greatest need around the world; and 2) The work itself is carried out in accordance with MCC values that, in addition to financial sustainability and business excellence, prioritize integrity, stewardship, and positive relationships.

The Office Administrator is a full-time position that will be responsible for a broad range of administrative functions around the office alongside Accounts payable functions for our Accounting team. HyLand is a continually growing organization and this position would be well-suited to a person who is flexible, enjoys change, and can handle a wide variety of responsibilities.

Responsibilities:

- Ensuring that MCC beliefs and values including social-justice, non-violent peacemaking, respectful interactions and working relationships are modeled and reflected in the performance of all work-related responsibilities.
- Administrative:
 - Organize Meetings/Board Planning Retreat
 - Schedule the caterer/Buy the food for the event
 - Organize set-up and tear down of event
 - Prepare official meeting notes based on discussion
 - Board Meeting Assistance
 - Coordination and formatting of board packages
 - Record meeting and take meeting minutes
 - Manage the board presentation during meeting and the board members on a video call
 - Preparation of official board minutes
 - General Office Management

- Assist operations staff with general office tasks (order and maintain office supplies, manage photocopier, manage Adobe licensing, purchase gifts/cards/flowers as required, manage company voicemail and 'info' email, maintain contact lists, assist with keys, etc)
- Staff petty cash and mileage reimbursements
- Communications:
 - Coordination of Annual Report book preparation and production with staff and graphic designers
 - Website updates and oversight
 - Creation of information displays, coordination of booth, displays and schedules for events
 - Assistance with preparation of PowerPoint and other presentations
 - Setup of tech for remote meetings
- Accounts payable processing:
 - Vendor invoice coding and processing
 - Issue approved security deposit refunds to tenants
 - Government remittances processing
 - Cheque and electronic payments & transfer preparation
- Receivables:
 - Miscellaneous Bank deposits
- Additional Duties:
 - Mail collection, distribution and filing
 - Various other duties as required

Personal Characteristics:

- Develop and maintain strong relationships with key stakeholders through use of excellent collaboration skills as well as strong written and verbal communication skills.
- Demonstrate a great deal of initiative and the ability to effectively manage time and priorities with minimal supervision.
- Be approachable, humble, patient, positive, and teachable.
- Be an effective part of the HyLand team, valuing the contributions of each team member, and intentionally fostering strong personal and working relationships.
- Strong work ethic and enthusiasm for the mission of MCC.

Desired Skills and Experience:

- This position does not necessarily require a specific skillset or educational background – it is an opportunity for someone who will bring energy, passion, dedication, and intelligence to the role.
- Proficient in Microsoft Office suite.
- Excellent communication skills, organization, time management, and interpersonal skills.
- Ability to multi-task in a fast-paced work environment.

Application:

- Send your cover letter and resume to hr@hylandproperties.ca
- In the cover letter, please reference any church and/or community involvement