



## Office Administrator

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| <b>REPORTS TO:</b>     | Senior Director Strategic Operations and Corporate Services             |
| <b>STATUS:</b>         | Full-time (35 hours/week)                                               |
| <b>SALARY RANGE:</b>   | Grade 3 - C\$ 67,897– C\$ 83,505.48 (Hiring range: C\$ 67,897 - 72,032) |
| <b>LOCATION:</b>       | 1300 Yonge Street, Toronto, ON                                          |
| <b>VACANCY TYPE:</b>   | New Position                                                            |
| <b>EMPLOYEE GROUP:</b> | OPSEU Local 5120                                                        |

### ABOUT US

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with three main types of partners -- 1) testing programs and clinics; 2) AIDS service and other community-based organizations; and 3) policy and system leaders within and beyond the health sector – to support the implementation of the provincial HIV strategy, priorities, and directions.

### ABOUT THE ROLE

The Office Administrator is an in-person position that is responsible for the smooth day-to-day running of OHTN's office and helps ensure the space is organized, functional, and welcoming for staff, visitors, meetings, and events. The role provides administrative and logistical support across office operations, including coordination of meetings, supplies, facilities, and general office needs, while also handling the practical day-to-day tasks that keep the office running well.

### JOB RESPONSIBILITIES

The Office Coordinator is responsible for the following key areas of work:

#### Front Desk

- ✓ Manage front-of-house operations and acts as the first point of contact for visitors, calls, and general inquiries
- ✓ Ensure all visitors are properly logged and tracked while visiting the OHTN facility. This includes ensuring they can be easily identified with visitor badges
- ✓ Manage inventory of visitor badges to support established visitor access procedures ensuring the security.
- ✓ Exercise judgment in triaging and directing inquiries to appropriate teams
- ✓ Handle general external correspondence and ensures timely follow-up where required
- ✓ Receive and redirect deliveries
- ✓ Maintain and disburse petty cash
- ✓ Maintains a professional, organized, and welcoming reception and common areas

## **Office Administration**

- ✓ Support internal communication by managing general inboxes, distributing notices, and updating shared information
- ✓ Manage internal event calendar
- ✓ Assist in the creation of reports and preparation of presentations, as needed
- ✓ Act as the central point for internal communication, distributing memos, updating bulletin boards and relaying messages
- ✓ Coordinates with vendors and the landlord for office maintenance, repairs, and service requests
- ✓ Submits and oversees work orders for the OHTN office space and general repairs
- ✓ Monitor office renovations/repairs to ensure operational continuity. This includes coordination with project management and contractor teams to ensure solutions are provided for any areas that are inaccessible with a focus on safety and security.
- ✓ Provide general clerical support to all staff, which may include: filing, photocopying, correspondence, etc.
- ✓ Assists with document management, which can include: handling incoming and outgoing documents, and maintaining proper storage, retrieval and distribution practices
- ✓ Monitors and maintains inventory of office supplies on hand and replenishes /orders as required.
- ✓ Manage common areas including the kitchen, bistro, dishwasher, meeting rooms, storage areas and printer rooms. This includes cleaning, organizing, and restocking supplies. Manages office access for current staff and new hires., This includes security cards and onboarding/offboarding coordination
- ✓ Identifies and addresses day-to-day operational gaps and escalates issues where needed

## **Procurement and Office Supplies**

- ✓ Coordinate the procurement of office, kitchen, and meeting supplies
- ✓ Monitor inventory levels of all supplies and restock as needed
- ✓ Assist with vendor sourcing, obtaining quotes and reference checks, of goods and service providers
- ✓ Provide administrative support of procurement processes, working under the Broader Public Sector Accountability Act requirements
- ✓ Use Microsoft Excel or other applications to support procurement tracking, vendor comparisons, inventory monitoring, and basic cost analysis

## **Meeting and Conference Support**

- ✓ Assist in planning and scheduling meetings
- ✓ Assist with travel arrangement for staff and external interest holders
- ✓ Assist in planning and coordinating meetings from logistics to catering
- ✓ Responsible for set-up and take down of meeting rooms, food and catering support.

- ✓ Works with IT to ensure room set-up and requirements are met and ready for meetings and/or events on or off-site
- ✓ Take clear, accurate, and timely meeting minutes, capturing key discussions, decisions, and action items
- ✓ Maintain organized records of meeting materials and minutes for reference and follow-up
- ✓ Coordinates virtual meeting logistics (Teams, Zoom), including setup and access support
- ✓ Occasional, planned after-hours or weekend support for meetings and events may be required

### **Help Desk Support**

- ✓ Provides first-level onsite technical and help-desk support for office equipment and computers which may include: projectors, printers, video conferencing systems, laptops and data peripherals.
- ✓ Ensure all staff have access to information/equipment/ office supplies to perform their duties
- ✓ Flag any technology issues with the IT team Attends to other duties as required

## **ABOUT YOU**

- Post-secondary education in Business Administration, Operations, Supply Chain Management, Public Administration, Project Management, or Commerce. Minimum 5 years of progressive experience in office administration or office operations in a professional environment
- Strong working experience with MS Excel and Microsoft 365, including Teams, OneDrive, Outlook and SharePoint
- Proven experience in setting up and managing Teams and Zoom meetings and webinars.
- Strong keyboarding skills with the ability to take notes in real time and produce accurate written documentation
- Professional, approachable, and solution-oriented in dealing with routine requests and practical office issues
- Able to lift and/or move boxes/objects up to 15 lbs.

## **WORK ARRANGEMENT**

- Demonstrated ability to maintain punctuality and reliability in an on-site role with a regular schedule of 8:30 a.m. to 4:30 p.m., Monday to Friday

## **WHY WORK WITH OHTN**

### **Defined Benefit Pension (HOOPP)**

Eligible employees can participate in the **Healthcare of Ontario Pension Plan (HOOPP)** — a defined benefit pension plan that provides predictable retirement income for life. Eligibility begins on your date of hire as a full-time employee.

### **Benefits and Wellness**

Employees and their eligible dependents have access to a comprehensive employer-paid benefits

program, including extended health, dental, and life insurance, and a 24/7 Employee Assistance Program (EAP).

## HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to [careers@ohtn.on.ca](mailto:careers@ohtn.on.ca)

- Please use **"2026. 13– Office Administrator"** as the subject line
- Your cover letter and resume should be attached as a single PDF file
- As part of the recruitment process, candidates may be required to complete a job-related skills assessment to evaluate proficiency in Excel, Outlook, and Word; and the ability to take clear, accurate meeting minutes.

## **APPLICATION DEADLINE: AUGUST 21, 2026**

We would like to thank all applicants in advance for their interest in the OHTN, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please. The posted range reflects the full salary band for the role. Starting salary will be determined based on experience, qualifications, and internal equity.

*Artificial intelligence may be used in the screening of applications.*

*We welcome those who strive to understand and appreciate the diversity of our network, population, and community. Committed to Anti-Racism and Truth & Reconciliation efforts, the OHTN is dedicated to treating everyone respectfully and fairly. We are also committed to the greater involvement and meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We welcome applications from persons living with HIV/AIDS and from diverse backgrounds - no matter their race, ethnicity, sex, gender identity and expression, sexual orientation, nationality, socioeconomic status, religion, caste, language, age, and health or other status - to join our team.*

*We continuously act to implement our Anti-Black Racism and Truth & Reconciliation plans and our DEI policy, fostering equitable, inclusive and accessible processes throughout our entire organization. If you require any accommodations during the hiring process, please do not hesitate to let us know and we will work together to meet your needs.*