

Operations Coordinator

LloydSadd
INSURANCE BROKERS



EDMONTON | Reporting to: Director of Operations

POSITION OVERVIEW

The Operations Coordinator is responsible for supporting the overall administrative operations, which includes facilities management, asset management, internal projects as needed. This role effectively and efficiently supports the directives of the internal operations team to drive internal efficiency which contribute to growth of revenue, and overall productivity for our business.

RESPONSIBILITIES:

Asset & Facilities Management

- Responsible for managing the physical assets of the organization,
- Responsible to reallocate resources across departments where necessary and identify and resolve any resource allocation discrepancies.
- Inventory existing assets, ensuring that assets and materials needed are acquired and within budget and place orders for authorized expenditures on new assets as directed.
- Manage desk and parkade hoteling programs across all locations.
- Develop and direct logistic processes for our security systems and access controls.
- Work with the inventory planning personnel to minimize shortages and improve inventory holdings.
- Manage and lead the general maintenance requirements under the guidance of the Director of Operations.

Occupational Health & Safety

- Ensure that all compliance procedures are in place and all safety procedures are followed to avoid any accidents or incidents.
- Coordinate and oversee the business continuity, emergency response, and first aid requirements for all 4 facilities.

Additional Support

- Support the onboarding and orientation of new staff.
- Support the training and learning and development of new staff.
- Administrative support for change requests and general inquiries to office operations.
- Support the development of policies, procedures, and service systems to support the company in the pursuit of its goals.
- Other duties and projects as required.

REQUIREMENTS:

- Bonus points for experience in operations management, business, or a related field.
- Bonus points for knowing Microsoft Bookings and Zoom phones
- Bonus points for being a whiz with Excel and Microsoft Suite.
- Microsoft SQL, and Robotic Process Automation, UiPath, and Visual Basics (VB.net) considered an asset
- Sound analytical thinking, planning, prioritization, and execution skills.
- Must be approachable and helpful.
- Professional/mature demeanor under stressful situations.
- Highly flexible, with solid interpersonal skills to thrive in a diverse work environment.

Qualified candidates are invited to email their resume and cover letter to: hr@lloydsadd.com.



Lloyd Sadd is actively committed to support diversity, equity, and inclusion. We serve and recognize and respect human differences and similarities. We value the diversity of people and actively encourage women, indigenous peoples, members of visible minorities, people with disabilities, and lesbian, gay, bisexual, transgender, and queer (LGBTQ2+) persons to apply.