
Operations Coordinator



Basic Function

SeeAre has been expanding its activities and headcount. As such it will need operational support. We are looking for a motivated, solution-driven and meticulous team member, willing to demonstrate existing skills and keen to learn additional ones.

As a result, SeeAre is looking for an operational executive, whose primary role is to handle a variety of tasks that ensure the smooth daily operations of a business. Their tasks typically include performing administrative duties, assisting with project management, organizing events, maintaining financial and client records, handling maintenance issues and providing administrative support as needed.

Primary Duties & Responsibilities

We are looking for an **outgoing** and **highly organized** operations coordinator to assist with the management of daily business activities and administrative tasks. The operations coordinator's responsibilities include:

- assisting with human resource allocation,
 - organizing company events,
 - arranging and assisting with employee training,
 - managing budgets,
 - liaising with clients: answering phones & emails, responding to client requests and inquiries,
 - managing and updating company databases and CRM,
 - maintaining financial, employee, and client records,
 - drafting and mailing customer correspondence and newsletters.
 - providing administrative support to other departments or projects as needed.
 - performing other duties as assigned.
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To be successful as an operations coordinator, you should be **able to resolve problematic situations efficiently** and **have excellent communication and organizational skills**. Ultimately, an outstanding operations coordinator should be able to ensure the smooth daily operations of a business.

Main Responsibilities

- Assisting with the management of daily operational activities
- Performing administrative tasks, such as scheduling meetings, making calls, answering emails or messages, etc.
- Coordinating the several team meetings: scheduling, agenda, follow-up summary etc.
- Arranging and assisting with the onboarding of new team members
- Assisting with project management by creating assignments, tracking progress, and resolving issues
- Managing internal and external stakeholder relations
- Managing basic book-keeping, budgets and preparing summary reports or slides for senior management.
- Planning and organizing events and/or activities, with the team and/or clients.
- Preparing and maintaining operations documents and reports.

Requirements

1. Degree or past experience in business administration or related field preferred
2. 2+ years of experience as operations administrator and/or coordinator
3. **Strong organizational and administrative skills**
4. **Excellent communication skills**, both verbal and written, especially in English. French would be a bonus.
5. **Excellent people management skills**
6. **Excellent organizational and time management skills**
7. Proficiency in Google tools (Gdoc, Gsheet, Gdrive, Google forms etc.) and keen to learn on how to use WIX and other softwares
8. **Detail-oriented** with strong analytical skills
9. **Ability to multitask and prioritize**
10. **Self-starter** with strong problem-solving skills
11. **Ability to meet deadlines** and to anticipate the next steps or needs

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12. Work effectively both independently and as part of a team
 13. ***Be available for at least 20 hours a month*** for a 3-months probation period, renewable once.
 14. Hired as a freelancer paid by the hour (a reporting log to be submitted on the time spent)

Benefits

- A business experience where you will have the opportunity to apply your existing skills and add new ones
- Depending on the added value provided, possibility for the freelancer contract to lead to a hiring position