



Group Administrator

Location: Halifax Regional Municipality

COMPANY

Strongest Families Institute (www.strongestfamilies.com) is a rapidly growing charitable organization, powered by its people - and more importantly, it is piloted by talented, customer-focused individuals who value integrity, innovation and quality. We are looking for polite, hard-working candidates who want to build a rewarding career, with great benefits and opportunities for advancement, in a dynamic and collaborative work environment. We deliver mental health care to children, youth and families, from a distance using educational materials and telephone support from a 'telephone support coach'. We are searching for the ideal candidate to hire as Group Administrator to support our Service delivery team and assist with day-to-day administrative aspects of the Group Coaching Department.

DUTIES & RESPONSIBILITIES

1. Organizes and inputs data for new groups and clients
2. Monitors group trends and reports any issues to the Group Admin Supervisor
3. Completes daily Group tasks, such as call details, Performance Indicators, letters, reminders
4. Maintains the Group excel and checklists
5. Maintains a flexible schedule to ensure there is coverage for clients
6. Shows proficiency in Microsoft excel
7. Works with a continuous improvement mindset, suggesting ways to make improvements
8. Builds trusted relationships with clients and colleagues across the organization
9. Is open to feedback and communicates opportunities or concerns respectfully
10. Other duties as assigned.

The Group Administrator reports to the Group Admin Supervisor and the Group Manager.

QUALIFICATIONS & ABILITIES

- Previous experience in administrative positions and/or a relevant post-secondary diploma or degree.
- A resourceful individual with excellent written, communication and organizational skills;
- The ability to produce quality work within tight timelines while simultaneously managing several administrative tasks;
- Analytical abilities, aptitude in problem-solving and high attention to detail and accuracy.
- Strong computer literacy including effective skills with Microsoft Office suite.

Strongest Families is committed to creating a diverse and inclusive work environment that invests in building a culture of appreciation and respect. We offer equal opportunity to all candidates seeking employment

If you feel like SFI is the right fit for you, **tell us why!**

Please apply with resume and cover letter to:

careers@strongestfamilies.com

Attn: Elizabeth Hines