

LE CENTRE OPERATIONS COORDINATOR

PURPOSE AND NATURE OF WORK

Position is responsible for financial coordination and accountability, supervision of the facility, and administration of the Division of International Trade under the general supervision of International Trade and Development management.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Initiates and executes self-generated reports, correspondence and other documents, as well as operating desktop publishing software for composing forms and brochures. Makes administrative decisions within parameters established by International Trade and Development management. Responsible for day-to-day routine operation of the office and the supervision and management of the total physical facility. Maintains Division records and supervises interns and part-time employees as required and acts as project coordinator for Trade Development Specialist and Information and Translation Specialist as needed. Develops and manages the maintenance of all the physical aspects of the facility including, security, construction, cleaning, mechanical equipment, computers (including troubleshooting) for other offices housed within the facility. Participates in conference and seminar preparation, coordination and scheduling both inside and outside the facility. Attends functions as required. Financial duties include accounting, supervision of vendors, purchases and delivery; writing specifications for the bid process, cost control of special projects and preparing the budget. Has signature authority in the absence of International Trade and Development management.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of principles of standard record maintenance.
Knowledge of research methods and techniques and methods of report presentation.
Knowledge of accounting principles, practices, and application.
Knowledge of modern office management principles, practices and equipment.
Knowledge of personal and mainframe computer equipment and operating systems.
Knowledge of international protocol, event coordination, hospitality practices, contract negotiation, and related activities.
Knowledge of standards, materials and procedures in interior design, building construction, maintenance and repair.
Ability to assemble, organize, and present written and orally factual or financial information from a variety of sources.
Ability to analyze and interpret fiscal and accounting records, and to design and install budget reporting systems, including multiple currencies.
Ability to communicate ideas clearly and effectively through writing, speech, sketches, drafting and photographs.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from college or university with major course work in Business, Public Administration, Management, or a related field with major course work in a foreign language and experience in accounting and preparing financial reports and desktop publishing. Additional course work or experience in hospitality, public event coordination and administration and some training and experience in international protocol is also helpful; or any equivalent combination of education and experience.