



**Job Title:** Office Administrator

**Reporting To:** Executive Director

**Job Summary:**

This role encompasses accounting, logistical, administrative, and program coordination tasks to support a wide range of educational programs offered at the BTC Institute, ensuring seamless implementation of workshops, trainings, and events. The Office Administrator works closely with a team to maintain high-quality educational offerings and operational efficiency.

---

**General Roles and Responsibilities-**

- Provide administrative assistance in daily operations.
- Manage program registrations and registration platforms and coordinate information exchange with attendees and other stakeholders.
- Coordinate all logistics to ensure necessary resources for effective implementation of workshops, courses, and events.
- Maintain stocks as needed for office and laboratory course offerings.

**Key Areas of Support -**

**Training and Event Implementation:**

- Assist in the preparation of presentations, reports, and other materials as requested.
- Assist with PR efforts related to a wide range of programs.
- Maintain participant contact lists and assist with the preparation of course materials.
- Manage logistics for a wide range of programs including communications and coordination of relevant resources.
- Host groups during experiences at the BTC Institute. Coordinate meals and refreshments, transportation, and assist with program set up and cleanup as needed.
- Support meeting planning and implementation for institutional events (i.e., hosting collaborators or program partners, Board of Directors Meeting, etc.).

**Financial Support:**

- Manage day-to-day financial transactions using QuickBooks, including recording expenses, processing invoices, and reconciling accounts. Monitor and manage expense reimbursements and vendor payments. Support quarterly and year-end closing processes.

- Prepare and maintain financial records, ensuring accuracy and compliance with internal procedures.
- Generate financial reports, including expense tracking, accounts payable/receivable aging, and budget comparisons.
- Track invoices, manage payments, and assist with purchasing. Ensure proper coding of purchase orders.

**Other Administrative Support:**

- Assist with grant-related activities.
- Perform other administrative-related tasks as requested.

**Compliance and Workplace Culture -**

- Ensure compliance with relevant ethical, legal, and regulatory standards.
  - Foster an inclusive, collaborative, and respectful work environment by embracing the organization's core values of emotional and social intelligence.
- 

**Key Qualifications-**

- Post-secondary education or equivalent experience in business, administration, or a related field (equivalent experience may be considered).
- Minimum of 3 years of experience in administrative support or program coordination, preferably in an educational or training environment.
- Strong organizational skills, with the ability to manage multiple projects and priorities simultaneously.
- Proficiency in QuickBooks and Microsoft Office Suite (Excel, Word, Outlook), online publishing platforms, and other relevant software.
- Understanding of basic accounting principles and practices.
- Experience in coordinating events or workshops, managing communications with participants, and ensuring operational efficiency.
- Excellent written and verbal communication skills, and the ability to collaborate effectively with internal and external stakeholders.

**Preferred Qualifications-**

- Experience with Learning Management Systems and event management platforms.

- Project management experience, with a demonstrated ability to manage timelines, deliverables, and team collaboration.
- 

**Work Environment-**

- This position may require occasional travel for events and training coordination. The successful candidate will work primarily in-office with a potential for flexibility.
- Ability to work outside regular business hours when necessary, especially during events or workshops.