

WARC Executive Administrator

Job Objectives:

The Executive Administrator is responsible for the successful leadership and management of the day to day activities of WARC including all aspects of financial responsibilities, corporate strategies, and organizational operations as set by the Board of Directors.

Job Description:

The WARC Executive Administrator position provides support for the General Manager. The EA will work independently to lead WARC financial operations and reporting, create and implement HR needs, and incorporate goals and objectives that work towards the strategic direction of the organization.

Duties include:

Financial Planning and Management

- Budget – Create and track yearly budget; work with GM and Board of Directors to plan future capital purchases (funding proposals) and implement business/strategic goals
- Sponsorship - source and maintain sponsorship on an annual and event specific basis; keep record of sponsor cash and in-kind contributions, manage recognition programs
- Financial –
 - Accounts receivable and payable, bookkeeping and payroll duties as per financial/remittance legislation, manage the established retirement savings plan and the health benefits plan
 - Ensure that sound bookkeeping and accounting procedures are followed; prepare monthly/quarterly/annual financial reports as required
 - Administer the funds of WARC according to the approved budget and monitor cash flow
 - Create and implement financial procedures/policies as required
 - Provide quarterly and yearly financial and budget information to the Board

Operational Planning and Management

- Create and maintain Business Plan in conjunction with GM
- As per the Business Plan, develop short and long term organization/strategic goals in consultation with the Board and GM
- Administration of all office procedures
- Ensure all Information Services Corporation requirements are met
- Coordinate, update, and enforce all WARC policies, procedures, and bylaws

- Organize annual conferences and field days in coordination with research personnel (provide speaker input)
- Coordinate with media for all extension activities
- Create and maintain contact list (producers/agronomists); communicate all extension activities to contacts/collaborators
- Update social media and website as needed for tech transfer, HR needs, event notifications/registrations, and general advertisement of WARC
- Manage all office, land, equipment, and storage leases
- Ensure all insurance needs are met (liability, errors and omissions, property)

Project Identification and Development:

- Collaborate with General Manager and/or Research Associate to identify potential projects
- Coordinate, manage, and update all collaborator and consulting quotes/agreements
- Develop and maintain tracking system to ensure reporting/invoicing/payment of projects; ensure all deadlines are met

Human Resources:

- Develop human resource plan in consultation with the Board and GM
- Create job descriptions, coordinate recruitment, and create all employee advertisements/interviews
- Ensure provincial employment legislation is enforced, as well as WARC HR bylaws and policies

Board of Directors:

- Schedule Board Meetings
- Prepare agenda and report minutes
- Keep records of incoming and outgoing Board Members
- Report to Board of Directors and committees as required

Essential Qualifications:

Preference will be given to candidates who have a Bachelor's Degree in Business, Agribusiness, or have an equivalent combination of education and experience. Proficiency in the use of computers is essential (Microsoft Word, Excel, PowerPoint, Quickbooks). A valid driver's license is also required.

Asset Qualifications:

Candidates with agriculture related experience/education will be given preference. Other qualifications considered an asset are the ability to work independently, strong leadership skills, the ability to work in a team environment, time management skills, and the ability to assist with field operations during the summer months. Communication skills are required to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization. Adaptability is required to be flexible under a changing work environment while maintaining effectiveness and efficiency.

Salary and Working Conditions:

The starting salary is based on education and experience according to an approved schedule, with annual performance increments set at the discretion of the WARC Board of Directors. The position is full-time with some flexibility. The employee is expected to manage his/her own work schedule and there is no allowance for overtime pay. The employee may also be requested to assist with field operations (seeding, plot sampling, harvest).

Reporting:

The WARC Executive Administrator will report directly to the WARC General Manager. A monthly accounting of work performed is to be provided to the WARC Board of Directors. The WARC General Manager will present EA performance results to the Board of Directors on a bi-annual basis.