



Program Administrator

Excellence in Manufacturing Consortium (EMC)

EMC has grown to become Canada's largest manufacturing consortium and, with over one thousand industry events annually, is one of the most active manufacturing organizations in North America. For more than a quarter-century, EMC has been responsible for contributing significant knowledge, expertise and resources towards the success of over 13,000 consortium and online member manufacturers, representing every province across Canada. EMC's total manufacturing audience includes 40,000+ employers and 600,000 manufacturing employees.

Manufacturing is a key component of Canada's output and overall economic well-being. Pre COVID-19, the manufacturing sector provided jobs for over 1.7 million people (9% of the Canadian workforce), comprised more than 10% of Canada's GDP and accounted for 68% of Canada's merchandise exports. Since March, when the impact of COVID was felt across Canada and worldwide, the manufacturing sector continues to show signs of recovery. EMC needs to ensure its projects and programs that help Canada's manufacturing sector adapt to disruption and succeed in today's new normal.

Summary

We are looking for a competent Program Administrator to undertake a variety of administrative and program tasks in a multi-faceted role. You will help in planning and organizing programs and activities as well as carry out important operational duties.

To be an excellent Program Administrator, you must be organized and detail-oriented, comfortable working with diverse teams.

Responsibilities and Duties

With leadership from EMC's Team and in collaboration with different departments, you will be responsible for helping with the administration and tracking of contacts and programs. Due to EMC being a national organization, this position enables you to work remotely from any location.

Qualifications, Skills and Abilities:

Ideally, you are a post-secondary graduate, or an equivalent combination of education and experience. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential functions:

- Exceptional interpersonal skills and top-notch communication skills (listening, verbal and written) in English
- Demonstrated relationship development skills that achieve 'win-win' scenarios
- Ability to take initiative while practicing excellent judgment based on sound reasoning
- First-class organizational skills with the ability to handle a variety of deadlines and activities concurrently
- Capacity to identify and define problems and develop solutions while under minimal supervision
- Comfortable dealing with ambiguity in a complex environment and the skill to translate ambiguity to clear action
- Dedication to teamwork, reliability and integrity
- Proficient in Microsoft Office, particularly Microsoft Excel



How to apply:

Those interested in this full or part-time contract opportunity should submit a proposal outlining your experience, skills and why you believe you are the best contractor to **Amanda Doman**, VP & General Manager, via email to adoman@emccanada.org.