

Administrative Assistant Job Posting

Location: Sandbox Centre – Barrie, ON (On-Site)

30hrs/week

Rate of Pay: \$17.20

About Sandbox Centre

Sandbox Centre is Simcoe County's Regional Innovation Centre—a collaborative hub where entrepreneurs, businesses, and community come together to connect, share, and grow. We empower innovation and drive economic development by delivering impactful programs, events, mentorship, and resources that support the success of our local innovation ecosystem.

Position Overview

We are seeking a highly organized and detail-oriented Administrative Assistant to join our dynamic team. This individual will play a critical role in ensuring the smooth day-to-day operations of the centre, supporting our leadership team, stakeholders, programs, and community. If you're someone who thrives in a fast-paced, purpose-driven environment and enjoys working on a variety of administrative tasks, this role is for you.

Key Responsibilities

1. General Administrative Support

- Support the leadership team and departments with scheduling, calendar coordination, and event planning
- Respond to phone and email inquiries, directing them to the appropriate staff when necessary
- Prepare, edit, and format internal and external documents, reports, presentations, and correspondence

- Maintain both digital and physical filing systems with a focus on accuracy and accessibility

2. Office & Facilities Management

- Manage office supplies, inventory, and equipment to ensure functionality and availability
- Maintain a clean, safe, and welcoming environment for staff and guests
- Liaise with vendors and coordinate repairs or maintenance as needed
- Prepare meeting spaces, ensuring resources and cleanliness

3. Event Coordination & Support

- Support the coordination of events such as workshops, webinars, pitch nights, and conferences
- Handle logistics: venue booking, catering, registration, materials, and communication
- Ensure participant materials (e.g., handouts, brochures, kits) are prepared in advance

4. Scheduling & Calendar Management

- Schedule meetings and appointments for the leadership team
- Coordinate internal and external meetings, ensuring all tools and resources are set up

5. Client & Stakeholder Communication

- Respond to inquiries from entrepreneurs, partners, and stakeholders
- Assist with onboarding clients and entrepreneurs, guiding them through forms and available services
- Maintain professional and timely communication via phone, email, and in-person

6. Data Management & Reporting

- Maintain up-to-date records and databases of clients, partners, and key stakeholders
- Support CRM data entry and management, ensuring accuracy and organization

7. Financial & Budgetary Support

- Assist with processing invoices, purchase orders, and expense reports
- Maintain proper documentation for financial tracking

8. Document Preparation & Management

- Assist in drafting, formatting, and updating internal policies, procedures, and operations documents

9. Program & Project Support

- Provide administrative support to program and project managers
- Assist in tracking timelines, deliverables, and documentation for programs and initiatives

10. Internal Communication & Coordination

- Help facilitate smooth communication between departments and ensure consistent information flow

11. Support for Innovation & Entrepreneurship Programs

- Assist in managing registrations and applications for programs, incubators, and accelerators
- Coordinate participant support and communications

12. Front Desk Reception & Customer Service

- Serve as the first point of contact for visitors, greeting them warmly and directing them appropriately
 - Answer general inquiries about the centre's services and programs
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Ideal Candidate

- Highly organized with strong attention to detail
 - Comfortable managing multiple tasks and priorities
 - Exceptional communication and interpersonal skills
 - Proficient with Microsoft Office, Google Workspace, and digital tools
 - Familiarity with CRM platforms and event coordination tools is a plus
 - Passionate about innovation, entrepreneurship, and community-building
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How to Apply

To apply, please submit your resume and a brief cover letter outlining your interest in the role to innovation@sandboxcentre.com.