



Administration Coordinator - Part Time

CFMWS – WHERE PURPOSE MEETS PASSION!

At Canadian Forces Morale and Welfare Services (CFMWS), we're more than just a workplace; we're a proud community dedicated to supporting Canadian Armed Forces members, veterans and their families in their daily lives. We carefully curate and provide programs and services designed to meet their unique needs and enhance their mental, social, physical, financial and familial well-being. CFMWS employees deliver programs and services including recreation, sports and fitness programs, customized financial services, retail services, access to retail savings and discounts and offers family support and organizes charity events.

Our success stems from living our values. Our employees care about their role in supporting Canadian Armed Forces members, veterans and their families and act with integrity in all they do. Thriving in our close-knit environment, we act as one team with one mission. We constantly seek new ideas and creative ways to deliver the best possible programs and services.

As an employer, we offer a commitment to your health, wellness and growth. We provide a diverse range of roles across many locations and a career where you can make a meaningful impact.

SALARY: 39.41 - 43.68 CAD Per Hour

LOCATION: Riga, Riga

POSITION TYPE: Temporary Part Time

THE ROLE

The Administration Coordinator is part of an enthusiastic team of adventurous individuals who enjoy meaningful employment and contributing in a team-based environment. Excited by the opportunity to work as a civilian among CAF personnel abroad, you are a team player with a positive attitude in a fast-paced setting. You are able to adapt to new challenges in an ever-changing dynamic environment.

The Administration Coordinator maintains and coordinates financial transactions and commitments as part of the Travel Team. You will process claims, finalize reconciliations and assist with the coordination of office administration.

In addition, Administration Coordinators can play an important role in enhancing the morale of CAF and partner nations by assisting with recreational activities and events. Keeping the military energized ensures they are mentally and physically ready to sustain the difficulties of military operations, and live healthy balanced lives.

This is an exciting and rewarding opportunity that does not come along often!

QUALIFICATIONS NEEDED

Education, Certifications and Licenses

Secondary School Diploma with several years experience in a related field

Canadian citizenship

Must have a valid Canadian passport

Valid Canadian driver's license (Class G or Class 5)

Experience

In office administration

In providing customer service

In personnel administration

In file management and administrative support service

In providing administrative advice to managers and staff

Competencies

Client focus, organizational knowledge, communication, innovation, teamwork and leadership.

LANGUAGE REQUIREMENTS

English Essential

Reading: Functional

Writing: Functional

Oral: Functional

BENEFITS AVAILABLE

Health Benefits: Employee and Family Assistance Program, mental health support, Accidental death and dismemberment coverage.

Work Life Balance: Paid/unpaid leave, including vacation pay.

Perks: Discounts provided through CF One Member Appreciation.

OTHER INFORMATION

This is an on-site position with an assigned work location.

This Category II position is open to dependents (Canadian citizens/permanent residents) of serving Canadian military members or Civilian component members accompanying the Force under the NATO SOFA.

All candidates are required to present, along with their resume, proof of their eligibility to work for CFMWS in Europe: mandatory SOFA stamp and any other required documentation, e.g., visa, recognizing their legal status to live and work within the host nation in Europe.

Please note, Canadian dependents who are incoming candidates can apply for this position provided that a copy of a sponsor's posting message or equivalent is included with the application; however, a SOFA stamp will be required prior to any formal offer/commencement of employment.

DEPLOYMENT SUPPORT CFMWS has been delivering morale and welfare programs to deployed CAF members since 2000 in the area of fitness, sports and recreation. We also assist with other amenities and support including travel assistance, messes, retail and barber services to make time away on deployment easier for CAF members.

START DATE

16 November 2026

INCLUSION AND ACCOMODATION

CFMWS is committed to providing an inclusive, equitable and accessible environment, where all employees feel valued, respected and supported. We welcome applications from all qualified candidates who can help us build a workforce that reflects the diversity of Canadian society. If contacted in relation to a job opportunity or assessment, you should advise the recruitment team in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed

confidentially.

To apply, scan the QR code which will take you to the application page.



Or click on the following URL:

To view all opportunities:



[CFMWS | MFS | OUTCAN Europe | CFMWS](#)

Do not see an opportunity that currently interests you? Visit www.cfmws.ca/careers and apply to our General Application.