

Job Title: Administrative Assistant

Number of weeks: 8

Hours per week: 35

Hourly pay: \$16.55

This position is funded by Employment and Social Development Canada through the Canada Summer Jobs program

Our team is looking for a self-motivated individual to manage the office duties and perform administrative functions. The ideal candidate would be someone who can work independently, is very organised, can juggle several projects at one time and who has excellent customer service/relations skills. Reporting directly to the Executive Director.

Responsibilities

- Not for profit administrative experience is an asset
- Duties will include but would not be limited to:
- Liaising with stakeholders via phone and email
- Executive Director Calendar Management pertaining to engagements, schedules, projects etc
- Assist in the planning, scheduling, organising, and facilitating meetings as required
- Preparing reports and meeting materials
- Expense tracking
- Booking meeting spaces/zoom meetings
- Taking calls/emails and directing them to the appropriate team member
- Coordinating schedules and keeping team organised
- Managing stakeholder database
- Helping in organising programs and events
- Implementation and communication of all policies and procedures
- Attending and contributing to staff meetings
- Other administrative duties as assigned.

Experience Requirements:

- Proficient in Microsoft Office applications (MS Outlook, MS Excel, MS Word, PowerPoint, MS Teams, PDF.)
- Strong communication skills and professional telephone manner.
- Excellent documentation and organisational skills.
- Customer service oriented
- Great attention to detail
- Ability to multitask
- Diplomacy skills an asset
- Dependable, approachable, and able to work independently as well as part of a team