

ADMINISTRATIVE ASSISTANT

Job Description

CORE FUNCTION:

The Administrative Assistant shall assist in the efficient operation of the corporation and is accountable to the Corporation's Executive Director. The Administrative Assistant is the first point of contact for the office.

Flexibility is essential with extra hours required occasionally during evenings or weekends for Board meetings, committee meetings, events, and traveling.

Staff will be provided on-the-job training and support. Employee benefits includes basic health coverage, RRSP's and flextime work hours.

DETAILS OF FUNCTION:

Administration

- Answer and direct all inquiries in a friendly and professional manner
- Assist with day-to-day operation of the office
- Assist with mail-out, emails, and contacting clients
- Assist in the development and tracking of marketing
- Assist staff with loans, projects and activity files
- Monitoring and reporting of projects, events and activities
- Handle requests for information and data
- Update and maintain reports, policies and procedures as needed
- Organize meetings, events, activities, and workshops
- Prepare correspondence, meeting packages and agendas for scheduled meetings
- Record, compile and transcribe meeting minutes

Systems/Equipment Administration

- Maintain electronic and hard copy filing system
- Input entries of projects and inquiries in loan management software
- Coordinate maintenance of office equipment ‘

Others

- Attend internal and external meetings/events/activities on behalf of GEDC
- Maintain and update the website, property database, business directory
- Maintain all stationery, office, and kitchen supplies
- Maintain a clean and organize office at all times

Qualifications

- Grade 12 diploma with a combination of education and/or experience
- Strong written and verbal communication skills
- Strong organizational skills
- Strong time management skills and ability to prioritize work
- Strong computer skills and willingness to learn custom software
- Ability to work in a team environment and independently
- Willingness to participate in ongoing training/education opportunities
- Owning a vehicle and able to travel is an asset
- Bilingualism is an asset