

ADMINISTRATIVE ASSISTANT

Job Description

CORE FUNCTION:

The Administrative Assistant shall report to and take direction from the Corporation's Executive Director. The Administrative Assistant shall assist in the efficient operation of the Corporation.

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

DETAILS OF FUNCTION:

General Administration

- Support the Executive Director and other staff in their day to day functions
- Greet walk-in clients in a friendly and professional manner and direct all incoming inquiries to the appropriate staff members
- Ensuring all communication and correspondence is handled in a business-like manner
- Scanning and filing of all papers, records, contracts and all other documentation
- Maintain all Loan Clients files
- Assist with mail-outs and emails to loan clients, and contact clients as directed by staff
- Assist with the Community Economic Development of projects/activities and strategies
- Ensure the monitoring and reporting of CED projects/activities and strategies
- Prepare reports as instructed by Executive Director
- Prepare all communication and Board meeting packages for Board of Directors
- Attend and take minutes of all meetings of the CFDC Board of Directors
- Ensure the Board Minute Binder is kept up to date
- Carry out other duties as assigned by the Board and agency
- Attend internal and external meetings/events/committees on behalf of GEDC

Social Media and Marketing

- Maintain and update website
- Maintain and update Business Directory
- Post all new advertising in newspaper and social media platforms

- Implementation of new social media platforms
- Assist in the development of marketing, promotions and advertisements for the newspapers, website and social media
- Keep track of all marketing and ensure they are up to date

Others

- Ordering of all supplies, including stationery, office and kitchen supplies
- Arrange service calls as required
- Keep office space clean

In addition to the duties described above the Executive Director will assign other tasks from time to time as required.

Qualifications

- Grade 12 education with a combination of education and experience
- Excellent interpersonal, communication and organizational skills
- Ability to work independently
- Skilled in MS Office, social media tools and willingness to learn custom software
- Flexibility to adapt to changing work demands
- Willingness to participate in ongoing training/education opportunities
- Must have own vehicle and be willing to travel
- Knowledge of Sage Accounting an asset
- Bilingualism is an asset