

ADMINISTRATIVE ASSISTANT

CORE FUNCTION:

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

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

The successful applicant will be provided with on-the-job training and support.

DETAILS:

Administration

- Answer and direct all inquiries in a friendly and professional manner
- Assist with day-to-day operations of the office
- Assist with mail-outs, emails, and contacting clients
- Assist in the development and tracking of marketing
- Assist staff with loan, project and activity files
- Monitor and report on projects, events and activities
- Handle requests for information
- Update and maintain reports, policies and procedures as needed
- Assist staff with organizing meetings, events, activities, and workshops
- Prepare correspondence, meeting packages and agendas for scheduled meetings
- Record, compile and transcribe meeting minutes

Systems/Equipment

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

Other

- Attend internal and external meetings, events and activities on behalf of the GEDC
- Maintain and update the website, social media page, property database and business directory
- Ensure adequate stock of all stationery, office and kitchen supplies
- Maintain a clean and organized office at all times

QUALIFICATIONS:

- Grade 12 Diploma or equivalency 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
- Own a vehicle and ability to travel is an asset
- Bilingualism is an asset