

ADMINISTRATIVE ASSISTANT

Summary

The Administrative Assistant works independently to provide efficient and effective administrative support to the Executive Director, COO, administration team and program staff including performing general office duties, data collection and reception to coordinate a smooth work flow.

Components of the Administrative Assistant position include, but are not limited to:

- Representing the organization optimally to all visitors and manage incoming calls
- Coordinating, developing and maintaining filing systems
- Coordinating the flow of information and day to day activities for the ED

Key Responsibilities

Executive Team

- Acts as personal and confidential administrative assistant to the executive team
- Screens and prioritizes incoming correspondence for executive and identifies items requiring follow-up action
- Provide general assistance with meetings, minute taking etc. as required by Executive Director.
- Maintains calendars for executive (ED, COO, FO), including scheduling appointment, meetings
- Plans and co-ordinates executive meetings, special events, retreats and strategic planning sessions. This includes room bookings, compiling and distributing meeting agendas and various materials, attending meetings, taking and transcribing minutes, and following up with committee members on action items.
- Oversees processing of office/travel expenses for executive

Administration

- Maintain supplies and services needed to run efficient and professional office.
- Develop and maintain office procedures manual.
- Assist the Executive Director in submitting annual reports.
- Direct Telephone/email messages daily.
- Receive and coordinate flow of general deliveries, couriers, mail, faxes and all administrative email correspondence.
- Coordinate occasional internal and external events as directed.
- Arrange for repairs of office machines, computers and applications as necessary
- Maintain postage meter as necessary
- Maintain Board/Meeting room bookings and screening of visitors to administration
- Other related duties as required

Qualifications

- Post-secondary education in a field related to the position.
- Minimum 3 years' experience in related field
- Proficient computer skills (Word, Excel, Outlook)
- Criminal record check clearance is required

Knowledge, Skills and Abilities

- Knowledge of Indigenous culture, history and traditions
- Experience preparing meeting minutes.
- Experience in the preparation of correspondence and reports.
- Experience in data entry
- Strong interpersonal and communication skills
- Adaptable; detail oriented
- Strong administrative and organizational skills
- Ability to maintain complete confidentiality regarding employee information, other programs and the public in the interpretation, administration and collection and distribution of data.
- Ability to build and maintain positive relationships with personnel at all levels
- Experience working in a non-profit charitable organization

We are seeking a qualified individual with a hands on approach to start in April 2018. If you or someone you know would like share your expertise and be part of our busy office, please forward a covering letter and resume by email to:

RE: HRADMIN
hra@vnhs.info

We thank all applicants in advance. Only short listed candidates will be contacted. No phone calls please.