

POSITION TITLE: Administrative Assistant
REPORTS TO: Chief Operating Officer
SUPERVISES: N/A



POSITION SUMMARY:

The Administrative Assistant will be based in 502 Spadina and report directly to the Chief Operating Officer, providing support and will also provide administrative support to the Senior Director of Operations and Facilities. The Administrative Assistant will play an integral role in providing day-to-day administrative support to the Chief Operating Officer (COO) and Senior Director. The Administrative Assistant may also be asked to support the Finance Team from time-to-time.

POSITION RESPONSIBILITIES:

- Take direction from and report to the Chief Operating Officer on a daily basis
- Proactively manage COO and Sr. Director's calendars, internal & external meetings and events including booking, event planning, catering, invitations, guest lists and executions
- Draft communications directly and on behalf of the COO and Sr. Director to the Board of Directors, staff, internal and external stakeholders
- Answer telephone, screen and log calls, take messages; prioritize conflicting needs and handles matters expeditiously, proactively and follow through on projects and presentations to successful completion
- Create compelling communications, written and oral in MS office apps
- Compile and produce various administrative correspondence including meeting minutes, letters and emails, board documents, presentations, and meeting agendas etc.
- Prepare reports and analyses of special projects as assigned
- Maintain an organized filing system of electronic and letter documents
- Uphold and maintain strict adherence to matters of confidential nature
- Assist Finance Team with various basic tasks in Accounts Payable and general accounting such as filing, Excel spreadsheets, data entries and making inquiries into invoices and accounts.

REQUIRED EXPERIENCE AND EDUCATION:

- Bachelor's Degree, minimum 3 years of executive assistant experience; related programs certification is an asset
- Strong organizational skills, including the ability to prioritize and multi-task while maintaining commitment to deadlines
- Exceptional knowledge of Office 365, Microsoft Office Suite, including Word, Excel, Outlook, PowerPoint. Knowledge of Visio is an asset.
- Ability to communicate effectively and professionally (both written and verbally) within all levels of the organization and with external parties
- Proficient in MS office suite with excellent presentation skills
- Ability to work independently and with minimum supervision with an impeccable attendance record
- Proficient in basic accounting principles and procedures
- Basic understanding of Board Governance
- Ability to work in a fast-paced environment with a strong work ethic
- Dependable, self-starter and a team player
- Great attention to detail with high level of integrity and discretion