



Administrative Assistant (Executive Support) 2019

Position Summary

The Administrative Assistant is responsible for the support of the Senior Management team. By ensuring strong office support and administrative support duties, the Administrative Assistant is a vital part of the organization achieving its goals.

Qualifications and Requirements

- Must demonstrate commitment to VOI's values:
 - We are open and respectful.
 - We are transparent.
 - We value people's strengths, abilities, and knowledge.
 - We think outside the box.
 - We value people experiences and perspective.
- Clear Criminal Record Check, Adult and Child Abuse Registry Checks
- A minimum of two years' experience in an administrative role
- Post-secondary education in Business Administration, Project Management or related discipline would be considered an asset
- Experience with posting quality social media content
- Highly proficient in writing with an understanding of memo's, emails, newsletters and grant writing
- Experienced with Survey Monkey, and the capability to create reports and data
- Proficient in all Microsoft Office programs including but not limited to Word, Excel, PowerPoint, Office 365
- A problem solver who is able to effectively deal with a wide range of issues
- Excellent time management and organizational skills a must

Specific Responsibilities

Executive Support

First point of contact for the Executive team regarding any Administration issues such as but not limited to:

- Office supply needs
- Booking of meetings on and off site
- Meeting and event planning and organization
- Board Meeting Support



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Administration

- Answer the phone in a professional manner and relay messages
- Electronic and physical document filing
- Document preparation, scanning and distribution
- Liaise with external contractors and suppliers related to administrative offices
- Point of contact for any office supplies or equipment needs
- Coordinate and book various meetings including venues, agendas, nutrition breaks, minutes, reports and other required items as needed by Directors
- Assist the Executive Assistant in the planning of events such as AGMs, retreats, and staff service awards

Social Media

- Gather content for all VOI social media platforms
- Write and edit content for these platforms in a way that promotes VOI and our Core Values
- Ensure content is updated on a regular schedule

Information Technology Management

- Act as a point of contact for IT Support, hardware, and communication issues and work closely with the IT department to resolve these issues promptly
- Liaise with outside resources such as Rogers, Bell MTS, Shaw, Clear Concepts, PeaceWorks and any other resource that may be required

REPORTING RELATIONSHIPS:

Reports to: Executive Assistant