

## Senior Administrative Assistant

Reporting to the Business Manager, the Senior Administrative Assistant possesses a high degree of professionalism. This role requires an individual that is prepared to work as a member of a professional team and be proactive about seeking solutions and processes to improve operations.

In this position you will provide direct support to the Business Manager as well as assist a team of professionals who will be working off-site.

As the Senior Administrative Assistant, there is a requirement to be technology proficient; proactive, very detail oriented; possess a positive attitude and have exceptional follow-up skills.

### Keys to Career Success:

**Technology Proficiency:** The modern workplace is a maelstrom of electronic information demanding to be processed. Excellent knowledge of general computing skills as well as competency in MS Word, Excel, Power Point, Outlook and Internet software is essential.

**Communication:** Strong interpersonal skills and above average verbal and written communication coupled with proofreading skills are essential. (English and French). Possess a pleasant telephone manner with a customer service orientation.

**Data Management/Structure Knowledge:** Knowledge of letter and e-mail formatting is standard. Ability to create spreadsheets and designing PowerPoint presentations in a format that is suitable is required.

**Organizational Skills:** Strong organizational and time management skills that will ensure your ability to work well under pressure. The key to strong organizational skills results in ability of not compromising your attention to detail.

**Self-Motivated:** As a self-starter, you are able to work autonomously in a small team environment. Although you are motivated and independent, you are considered and looked upon as being a "valued team member" by your peers.

## **Details of Responsibilities;**

- Coordinating the CEO's calendar and all aspects of meetings and conference calls.
- Preparing documents (reports, presentations, proposals, etc.) using the standard formats while complying with branding requirements and ensuring quality as it relates to proofreading, typographical accuracy and the visual effectiveness of reports and other documents.
- Monitoring, managing, sorting, or routing voicemails, faxes and emails to respective parties.
- Manage and maintain the corporate filing system, work flow, appointments and calls.
- Schedule and coordinate offsite meetings and team events including facility and venue book, catering and technical requirements. (examples include: conferences; social events; meetings, lunches, training, workshops)
- Organize both domestic and international travel arrangements
- Maintain and update document templates and databases as needed
- Prepare meeting minutes (minutes, outcomes, action plans, follow up).
- Review all outside vendor billing, codes for payment, and ensures adherence to department budgets.
- Tracking vacation schedules, sick days etc.
- Miscellaneous duties such a filing; (electronic and hard-copy), faxing, photocopying, courier and mail
- Additional projects as assigned by the CEO

## **Qualifications:**

- Minimum of 5 years of experience providing executive and administrative support to senior management.
- A professional with the ability to deal with sensitive business information in a confidential and professional manner.
- Exceptional attention to detail and possess strong organizational and planning skills.
- Excellent written and verbal communication skills with the ability to communicate effectively with a wide variety of people.
- Handle multiple and time-sensitive tasks concurrently.
- Excellent telephone etiquette.
- Exceptional listening and comprehensive skills.
- Experience serving as a project lead or support from conception to completion
- Comprehensive knowledge of process, project and program management theory and the ability to apply them when solving operational issues.
- Ability to maintain confidentiality and work with minimal supervision.
- Strong knowledge of MS Office applications, including Word, Excel, Outlook, PowerPoint.
- Ability to take the initiative to liaise with other departments and/or external sources.
- Excellent customer service focuses with an ability to work collaboratively with others.
- Aptitude for visual presentation of data.
- Demonstrated ability to work with deadlines.