



Administrative Assistant

Job Title: Administrative Assistant
Reports to: Executive Assistant

Summary of Position

The Administrative Assistant is responsible for providing secretarial, clerical, administrative and project support in order to ensure that services are provided in an effective and efficient manner.

Key Responsibilities

Corporate

- Follow all organizational policies and procedures for Kawartha Child Care Services.
- Be aware of the strategic plan, mission statement and guiding principles of Kawartha Child Care Services.
- Support the development and implementation of Kawartha Child Care Services Marketing plan.
- Create board member binders as needed.
- Photocopy and assemble board meeting packages.

Operational

Records:

- ~ Establish and maintain filing systems that are user friendly.
- ~ Maintain office records, files and databases to ensure information is available and proper records are maintained.
- ~ Develop databases using Microsoft Access.
- ~ Maintain library.

Documents:

- ~ Photocopy and distribute documents.
- ~ Prepare and distribute correspondence professionally on approved letterhead or in memo form.
- ~ Process program license applications and licenses; maintain files.
- ~ Request serious occurrence documents & create annual summaries.
- ~ Create and distribute Parent Surveys; compile resulting data.
- ~ Create and distribute parent and staff newsletters.
- ~ Design and produce advertising materials including ads, flyers and signs.

Meetings:

- ~ Book appointments, meeting rooms, conference registrations etc as needed.
- ~ Attend meetings as required.
- ~ Produce minutes for meetings as requested.
- ~ Assist in the planning of meetings and conference calls.

Website:

- ~ Set-up, maintain and support staff e-mails.
- ~ Post documents within requested time limits.
- ~ Post job postings as requested.
- ~ Support design and development of the website.
- ~ Update and maintain website.

Other:

- ~ Attend workshops and training considered necessary to improve job skills and continue to be abreast of new techniques and procedures, as required by the Executive Assistant.
- ~ Assist with such events as the Annual General Meeting, United way campaign, marketing etc.
- ~ Provide administrative support to the programs.
- ~ Assist with special projects.
- ~ Be able to identify potential problems and seek quick, effective solutions.
- ~ Carry out other duties as assigned.



Human Resources

- Create and maintain personnel files.
- Track First Aid/CPR training.
- Generate Interview Team packages.
- Assist with general Human Resources support.
- Maintain regular attendance, punctuality and submit accurate time sheets every two weeks.

Communications

- Report to the Executive Assistant.
- Forward messages to appropriate staff members in a timely and accurate manner.
- Maintain administration calendar.
- Use only forms approved by the organization.
- Participate in staff meetings.
- Use positive communication.
- Read and use the communication book.
- Read meeting minutes from committee, board and staff meetings.
- Maintain confidentiality of all information related to the children, families and staff.

Financial

- Complete municipal reports and service contracts.
- Provide funding proposal support and co-ordination.
- Follow the financial policies as they apply to this position.
- Ensure approval of all purchases.

Health and Safety

- Ensure that the Worker responsibilities under the OH&S Act are adhered to at all times.
- Comply with WHMIS legislation.

Qualifications

Education

Office Administration Certificate or Diploma

Experience

Previous experience working in an office environment.
Proficient in Microsoft Office 2007 applications.

Requirements

- Satisfactory criminal reference check.
- Ability to work flexible hours in order to attend meetings.
- Proficient in Microsoft Office 2007 and Internet.
- Familiarity with website maintenance.

Competencies

- Excellent organizational skills.
- Proven ability to work with people in a professional, respectful manner.
- Patience, dedication, energy, enthusiasm and caring.
- Ability to accommodate competing demands.
- Ability to maintain neat and accurate records.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain confidentiality of all information related to children, parents and staff.
- Ability to carry/lift /move moderately heavy items.
- Ability to use professional judgment on a daily basis.
- Ability to sit for extended period of time at a computer.

Job Classification

Other professional