

Job Description



Job Title:	SIEC Administrative Assistant
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Reports to:	Finance and Office Manager
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GENERAL DESCRIPTION

The SIEC Administrative Assistant, reporting to the Finance and Office Manager, will be required to perform direct administrative and office management support to all members of the SIEC team. This will include an array of clerical and office administrative duties including data entry, accounting, logistical support related to programs and events, updating content on websites and social media, and other general office support. Other duties may be assigned as required.

DUTIES AND RESPONSIBILITIES

This position, in collaboration with the SIEC team performs a wide range of responsibilities including some or all of the following:

General Office and Administrative Support

- Coordinates prompt, efficient, and timely flow of paperwork including printing, copying, scanning, faxing, and creating and updating distribution lists and mailing labels
- Responds to, refers and/or redirects calls, e-mails, or visitors/partners as applicable, presenting a positive and professional image of the SIEC office and programs
- Receives incoming mail; reviews, evaluates, and distributes correspondence requiring priority attention of SIEC staff
- Implements an efficient electronic and manual document management system, ensuring the proper naming and filing of documents and the updating of the staff shared drive
- Maintains and monitors office supply inventory levels and places orders as required
- Takes and transcribes notes of sensitive and confidential subjects, including minutes of meetings
- Assists with general accounting and bookkeeping functions such as entering accounts receivables and accounts payable data into Quickbooks, emailing invoices, contacting customers for payment/collections, etc.

Logistical Support to Programs and Events

- Assists with the logistical aspects of SIEC programs, such as arranging meetings, seminars, workshops, special projects, conferences and attending events
- Supports the SIEC Technician with Skill Sets and SaskCode kits, including stocking, distribution, and scheduling.
- Maintains ongoing registrations for all SIEC programs/events including tracking pertinent details such as applications, demographic information, payments, addresses, names of participants etc.
- Compiles data into summary reports such as program evaluations, comments and suggestions
- Prepares registration and program packages for events
- Prepares PowerPoint presentations/slides subject to instructions provided by program staff
- Orders materials and supplies; prepare program kits for distribution to schools and partners

Website Support

- Updates website content, when necessary
- Responds to email, social media inquiries

Additional duties, relevant to the position, shall be assigned as required

SKILLS AND ABILITIES REQUIRED

- Proficient use of various office-based software including Microsoft Office, Google Suite, Adobe, Canva, internet, and emails
- Strong knowledge of general office procedures involving electronic filing, travel arrangements, expense policies, etc.
- Attention to detail and a high degree of accuracy
- Strong time management and multitasking skills, with the ability to work well under pressure and deadlines
- Professional, responsive, and demonstrates a positive work attitude
- Ability to effectively communicate both verbally and in writing
- Ability to work as part of a team and independently in a busy environment
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment
- Sound level of independent judgment, reasoning, and discretion
- Maintains a high level of confidentiality in all interactions
- Ability to interpret and implement company policies and procedures
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Capable of maintaining filing systems and basic databases
- Superior telephone manners and strong interpersonal skills
- Strong customer service orientation

EXPERIENCE AND PROFESSIONAL DESIGNATION REQUIREMENTS

Education and/or Professional Designation:

- A diploma or certificate in business or office administration or comparable with some experience in an office environment
- High level of proficiency in the use of various office-based software including Microsoft Word, Excel, Outlook, PowerPoint, Google Suite, Canva and remote platforms such as Zoom, Microsoft Teams, Webex, as well as social media platforms
- Familiarization with data entry into an accounting application such as Quickbooks would be a strong asset
- A current and valid driver's license and access to a vehicle
- A clear criminal record check, including working with the vulnerable sector
- Experience working independently as well as in a team-oriented, collaborative environment

WORKING CONDITIONS

- Working in an office environment located at Royal West Campus, Saskatoon
- Manual dexterity required to use desktop computer
- Handling multiple tasks simultaneously in a fast-paced environment

TERMS OF EMPLOYMENT

- Full time position: 7.5 hours per day Monday through Friday, with occasional evenings
- Salary: \$23.00 to \$27.00 per hour
- Benefits package is available after three months

TO APPLY: Please send cover letter and resume to: admin@saskatooniec.ca by 4:00 p.m. September 19, 2022. Interviews will take place the week of September 26th. Only those who are interviewed will be notified.