

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Brief description

The position of administrative assistant consists of being responsible for providing administrative and clerical services to ensure effective and efficient operations.

Tasks

- Answer phone calls and direct calls to appropriate parties or take messages;
- Attend meetings to record minutes;
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees, and boards of directors;
- File and retrieve corporate documents, records, and reports;
- Greet visitors and determine whether they should be given access to specific individuals;
- Make travel arrangements for executives;
- Open, sort, and distribute incoming correspondence, including faxes and email;
- Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing essential bookkeeping work;
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software;
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.

Qualifications and requirements

- High school diploma or equivalent;
- Ability to give full attention to what other people are saying and to actively look for ways to help people;
- Ability to adjust actions in relation to others' activities and manage one's own time and others' time.



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Competencies (in order of importance)

- Integrity — Job requires being honest and ethical.
- Attention to Detail — Job requires being careful about detail and thorough in completing tasks.
- Dependability — Job requires being reliable, responsible, and dependable in fulfilling obligations.
- Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Concern for Others — Job requires being sensitive to others' needs and feelings and understanding and helpful on the job.

Lines of communication

- You will be required to report to operations manager Barinder Singh Bhamra.

Working conditions

- Position is Permanent and Full Time, 40 hours/week.

