



## **JOB DESCRIPTION**

**TITLE:** Administrative Assistant

**REPORTS TO:** Treasurer

**DURATION:** 6 Month Contract with possibility of extension

**SALARY RANGE:** \$19.05 to \$23.81/hour

**HOURS OF WORK:** 37.5 hours/week

**SUMMARY:** A key member of the Mississippi Valley Conservation Authority (MVCA) team, the Administrative Assistant primarily provides administrative support for all program areas.

### **MAIN RESPONSIBILITIES** (This is not an exhaustive list)

- Provide general administrative support to all program areas including copy editing, typing correspondence, printing, faxing, photocopying, laminating, information searches and the creation and maintenance of information binders/manuals for all program areas.
- Receive visitors and employees; answer inquiries in person or on the phone, and refer callers to the appropriate staff.
- Maintain the Authority filing system and library so that filing and resource material is up to date and easily accessible for all staff.
- Maintain appearance of front office, staff lunch room, common and storage areas, bulletin boards and meeting rooms.
- Pick up, sort and distribute incoming mail and courier packages and prepare and deliver outgoing mail.
- Coordinate packing, shipping and tracking of courier and mail items; appropriately distribute packing slips and monitor postage meter status.
- Maintain an inventory of office equipment and other supplies (ie. paper and toner, pens and kitchen supplies) and order supplies as required.
- Oversee meeting room bookings; ensure schedules are posted outside of meeting rooms and ensure meeting rooms are left tidy and clear of dishes etc.
- Coordinate the ordering, delivery, set-up and clean up of catering for Authority meetings and special events and order supplies as required.
- Liaise with cleaning contractor as required.
- Maintain and update various contact lists, manuals, etc; and provide on-going assistance with distribution as requested.
- Coordinate distribution and maintain records for keys and security cards, etc.
- Coordinate orientation meetings for new hires, prepare workstations and provide tour of premises.
- Make flight and hotel reservations for staff and members as required.
- Coordinate staff communication while out in authority vehicles/on site including radio checks, call-ins during the day and end of day returns.
- Assist with the organization of special events (staff team building days/public events/member events/booth attendance), including on site assistance during special events.
- Assist with submission of special employment program applications.

- Provide comprehensive and accurate information on a broad spectrum of environment/water/property related topics to clients in person, by phone and email. Respond to client questions with professionalism. When necessary, refer clients to technical staff or outside agency for more detailed information.
- Enter planning applications and fees received in the planning and regulations database upon receipt at office. Prepare request for invoice if required.
- Research confidential legal inquiries such as clearance letters associated with Section 28 of the Conservation Authorities Act.
- Update webpages as required (Purdon bloom status/office hours etc.)
- Perform routine accounting and record keeping processes and the following as required:
  - Process accounts payable by: issuing purchase orders as required; ensuring appropriate calculations and approvals were received; ensuring delivery of goods and services prior to payment of invoices; entering invoices into financial system; and preparing cheques.
  - Process accounts receivable by: receiving cheques, preparing receipts and preparing bank deposit.
  - Administer and reconcile petty cash.
  - Collect and maintain timesheets for all permanent, contract, part time and special employment program staff and submit for payment as required by Treasurer.
- Perform work in accordance with the provisions of the *Occupational Health and Safety Act* and Regulations and all other relevant corporate/departmental policies and procedures; ensures completion of required reports in the event of an injury to any assigned staff.
- Attend Authority meetings and transcribe minutes of meetings as required.
- Perform other related duties as assigned by supervisor.

## **SKILL**

### **EDUCATION/EXPERIENCE:**

- Secondary school graduation diploma and successful completion of a program in business administration, accounting or related secretarial field.
- 2 to 3 years of relevant experience.
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic/experience requirements.
- Valid Class G Drivers License and access to a personal vehicle.

### **ADDITIONAL COMPETENCIES/SKILLS:**

- Working knowledge of applicable occupational health and safety legislation; general knowledge of relevant corporate/departmental policies.

Demonstrated ability to:

- Interact with all MVCA staff in a professional manner.
- Work cooperatively with other Administrative Assistants to ensure that all tasks assigned are completed with excellence and in a timely manner.
- Make appropriate, realistic and timely decisions based on consideration of the facts and alternatives.
- Provide excellent service to internal and external clients by focusing on discovering and meeting their needs and building and maintaining positive and effective working relationships.
- Communicate effectively and concisely, both orally and in writing.
- Lead by example, demonstrating integrity, creativity and enthusiasm in achieving results.

- Succeed in a fast-paced environment.
- Work effectively both independently as well as in a team environment.
- Direct activities towards timely completion of assigned tasks; adjust priorities or resources as required.
- Quickly shift priorities and adapt to changes to meet organizational and department requirements.
- Comprehensively use software including database, spreadsheet, word-processing, presentation, electronic mail and calendaring.
- Adapt to changes in process, systems and organization structures.
- Knowledge of GIS is desirable.

#### **EFFORT**

- Fatigue resulting from focusing and juggling multiple accountabilities and priorities.
- Visual fatigue resulting from looking at a computer screen sporadically for large parts of the workday.
- Work requires some physical effort when setting up for and tidying up from meetings, assisting with set up for events; receiving and storing supplies.

#### **WORKING CONDITIONS**

- Normally, indoor office environment.
- Occasionally required to extend hours to meet work demands including occasional peak periods where required to work evenings or weekends for special events etc.
- Some travel, which is normally within the Mississippi Valley Conservation Authority's territory.

#### **LANGUAGE**

- English

**October 2012**

**Revised July 2019**

Qualified candidates are invited to submit a resume and cover letter in PDF format no later than August 14<sup>th</sup>, 2019 for an anticipated start date of September 3<sup>rd</sup>, 2019 to:

Angela Millar  
 Treasurer  
 Mississippi Valley Conservation Authority  
 10970 Hwy 7, Carleton Place ON, K7C 3P1  
 Email: amillar@mvc.on.ca