

Job Description Administrative Assistant to Executive Team

HiFlex Physio

General

The Administrative Assistant is responsible for providing administrative and clerical services in order to ensure effective and efficient operations. The Administrative Assistant reports to the Executive Assistant and is responsible for providing administrative and clerical services to the General Managers Marketing, Finance, Human Resource and the Executive Assistant. Providing these services in an efficient manner will ensure that operations are maintained effectively.

1. Provide administrative support to ensure that operations are maintained in an effective, up to date and accurate manner.

Main Activities:

- Type correspondence, reports and other documents
- Maintain office files
- Open and distribute the mail
- Take minutes at meetings
- Distribute minutes
- Coordinate repairs to office equipment

2. Provide support to Executive Team to ensure that they are provided with the resources to make effective decisions

Main Activities:

- Maintain confidential records and files
- Maintain records of decisions
- Research and assist with the preparation of motions, policies and procedures
- Prepare documents and reports on the computer
- Prepare agendas for Board meetings
- Prepare packages for Board meetings

3. Provide receptionist services

Main Activities:

- Greet and assist visitors
- Answer phones
- Direct calls and respond to inquiries

4. Perform other related duties as required

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Knowledge of office administration and bookkeeping procedures
- Ability to maintain a high level of accuracy confidentiality concerning financial and employee files

Skills

The incumbent must demonstrate the following skills:

- Excellent interpersonal skills
- Team building skills
- Analytical and problem solving skills
- Decision making skills
- Effective verbal and listening communications skills
- Attention to detail and high level of accuracy
- Very effective organisational skills
- Effective written communications skills
- Computer skills including the ability to operate spreadsheet and word processing programs
- Time management skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Administration Assistant. The incumbent must also demonstrate the following personal attributes:

- Excellent interpersonal skills
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics

The incumbent would normally attain the required knowledge and skills through completion of office procedures coursework combined with related administrative experience. Equivalencies will be considered.