

Administrative Assistant

Job brief

The Administrative Assistant is responsible for providing comprehensive support to the Management, in managing the corporate office operations. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

Primary Responsibilities

- Calander Management, prioritize inquiries and requests while troubleshooting conflicts; make judgments and recommendations to ensure smooth day-to-day engagements.
- Arrange and handle all logistics for Board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of Board Secretary. Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.
- Complete a broad variety of administrative tasks that facilitate the Corporate Office
- Ability to effectively lead the Organization, including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.
- Prioritize and determine appropriate course of action, referral, or response, exercising judgement to organization policy
- Following up appropriately, Act as a "barometer" having a sense for the issues taking place in the environment and keeping the management updated.
- Maintain open communications with the POI's other Functional Heads, including meeting regularly with their operations
- Technology coordinator and providing information and documents as needed.
- Coordinate all Executive Team meetings and retreats and assist with staff meetings and events as needed.
- Manage information systems operations including hardware, software, desktop support, internal telecommunications, and strategic systems development and planning.
- Provide event management support as requested.
- Provide hospitality to all guests and help to create a welcoming environment.

Qualifications

- Graduate

Experience

- 3 to 5 Years

Requirements and skills

- Strong ability to execute work with a diversity, equity, and inclusion lens.
- Expert proficiency with Microsoft Office and desktop publishing software; ability to design and edit graphic presentations and materials.
- Technical proficiency and problem-solving skills related to: IT infrastructure; IT support and troubleshooting; and cloud-based environments (web-based applications).
- Strong verbal and written communication skills.
- Exceptional organizational skills and impeccable attention to detail.
- Make appropriate, informed decisions regarding priorities and available time.
- Ability to complete a high volume of tasks and projects with little or no guidance.

- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential.
- Ability to switch gears at a moment's notice.