

NSSAS Job Description – Office Administrator

Summary:

Reporting to the Manager, NSSAS; coordinates, participates and supervises staff in the administration function of the Society. Provides excellent and efficient service to both internal and external customers. Collaborate in a team environment when performing duties.

Key Duties:

Coordinate, assign, review and participate in the work of staff involved in office administration, event planning, rentals, financial systems including payroll, accounts receivables and payables; ensure schedules, procedures and established performance standards are met; provide employee training; responsible for monitoring staff performance.

Establish, review and co-ordinate administrative systems and processes such as clerical procedures and priorities; order supplies; maintain office equipment and supplies; perform filing; develop contracts with external vendors; event planning and rental usage; make recommendations on administrative policies and processes.

Respond to general enquiries from staff, Board, members, volunteers and outside agencies; provide advice and guidance related to office procedures; provide administrative assistance, screen calls, schedule appointments; type a variety of routine and confidential memos, maintain daily activity log, reports and records; compose routine correspondence and Board reports; create forms as required; prepare agendas and type minutes of meetings.

Maintain confidential personnel and other records; maintain vacation and sick leave entitlements and usage; maintain databases, statistical records and computerized information systems such as a voice messaging, program and rental booking and website information for services; administer permits for events and rentals.

Liaise with users and staff; attend meetings as needed to provide advice on facilities, events, and rental requirements; resolve administrative issues and involve staff as required. Work collaboratively with the Manager to coordinate the effective delivery of events and rentals; respond to general enquiries from members and the public.

Represent the Society to the public on provided services, meeting with Board representatives on administrative issues and resolving disputes; responding to public service requests and complaints.

Attend and assist in the organization and administration of the annual fair including such activities as convene meetings, catalogue, judges, equipment, budget, timelines, supplies and programs; prepare booklet and program for print; tickets; and, assist with financials to reconcile all monies.

Liaise with Administration Committee in the development and implementation of policies and procedures. Liaise with Human Resources Committee on personnel related matters; assist the Manager prepare annual budget; responsible for monitoring administration staff and related expenditures;

ensure expenditures are within set budget; make recommendations on administrative changes to attain efficiencies. Liaise and assist the Finance Committee in providing necessary information and documentation for the development and administration of the annual budget.

Attend meetings of the Administration committee as required. Prepare and distribute Board and General meeting agenda and information packages. Attend Board and General Meetings to record meeting minutes or assign delegate to perform task.

Make recommendations on Administration employee selection, discipline and development; provide employee training and input to employee performance evaluations.

Perform related duties as required.

Work flexible hours, evenings and weekends as required.

Demonstrated Skills and Abilities:

Proficiency in the use of Sage 50.

Supervise, organize and prioritize the work of administration staff.

Deal with the public in a professional and courteous manner.

Exercise independent initiative and judgement.

Understand and apply methods and techniques of office procedures.

Advanced level operation of word processing, accounting and spreadsheet programs.

Maintain accurate records.

Communicate effectively verbally/written.

Establish and maintain effective working relationships.

Required Qualifications and experience:

High School Graduation

3 years office administration experience.

Reliable transportation.

Asset Qualifications and experience:

Event planning.

Occupational First Aid or equivalent.