

## JOB DESCRIPTION

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| Job Title: Administrative Assistant  | Date Prepared:<br>February 2017            |
| Incumbent Name:                      | Division / Department: Administration Team |
| Reports to: Director, Administration |  |

### **Job Purpose**

To assist in the administrative duties of the day to day operations of CCCC and supporting CCCC's online education program.

Strategically, this position supports the member service perspective of the strategy map by delivering excellent service.

| <b>Key Job Functions</b>  | <b>% of Time Spent on Function on an Annualized Basis</b> |
|---|---|
| 1.Support an online education program by filming short videos and putting together and formatting content and discussion guides.  | 25%   |
| 2. Support Legal Affairs Department with administrative needs.  | 20%   |
| 3. Process and distribute incoming mail. Prepare and schedule pickup for courier packages. Maintain minimum inventory and order supplies. Carry out general office duties, as required. | 15%   |
| 4.Make arrangements for venues for CCCC to conduct regional seminars across Canada as well as format, compile, and ship any related materials.  | 15%   |
| 5. Act as backup for other administrative assistant positions in their absence. Execute special projects as needed.   | 10%   |
| 6. Assist with conference preparation and travel to annual conference to assist with administrative duties.   | 15%   |

**Organization Structure**

No direct or indirect reports.

**Decision Making and Authority*****Decisions Made by You***

- Sourcing best prices, maintaining inventory and purchasing of all office supplies
- Granting refunds within approved policy

***Recommendations Made by You***

- Improvements to existing procedures
- Improvements or replacements needed to office equipment

**Skills / Knowledge / Experience / Education Required**

- o At least 5 years experience in office administration
- o Experience filming videos would be an asset; at minimum, a desire to learn how to make videos is a must
- o A high level of proficiency in WordPerfect, Word, Excel, and PowerPoint.
- o Superior organizational, time management, and multitasking skills with the ability to prioritize tasks and respond to conflicting demands

**Other Comments**

May be required to travel once a year for a period of 5-7 days to help with administrative duties of running a conference.