

JOB POSTING

Are you seeking rewarding work? Do you want to add value to your community?
CDRCP is currently seeking a visionary thinker that is positive and self-motivated.
Come join our team of passionate difference makers!

ABOUT THE ROLE:

POSITION: Office & Executive Assistant (OEA)

REPORTS TO: CEO & Business Management
Officer

Work Hours/ Week: 35 hours weekly (Monday – Friday)

Location: Multiple sites

Available: Immediately

Position Profile:

Adhere to CDRCP Values – refer to document.

Major Deliverables:

The OEA is responsible for providing administrative support to the CEO, Board and Management team. The OEA is responsible for planning and overseeing all office services and clerical responsibilities including drafting, reviewing, and editing memos and correspondence, booking meetings and organizing documentation and filing. This individual must demonstrate strong attention to detail and the ability to balance multiple demands simultaneously.

Job Duties

CEO and Board Support

- Provide staff support to the Board and all Committees of the Board, including the preparation and distribution of minutes, agendas, reports and background materials
- Assist the management team, Board and all Committees of the Board in preparing materials and presentations for meetings.
- Prepare and proof-read documents/ reports, minutes etc.

- Regularly adjusting to accommodate unforeseen requests and shifting priorities.
- Review the CEO's week ahead, ensuring all required information is received in advance of meetings and follows up as needed. Provide administrative support to the CEO in organizing and prioritizing of emails, meetings, and managing priorities
- Develop, maintain, and organize a filing system for all contracts, files, and other documentation
- Plan and coordinate meetings and correspondence on behalf of the CEO
- Review and prepare documents, reports and other correspondence materials for the management team
- Manage information sharing across various departments
- Prepare and maintain complex schedules for the management team
- Maintain electronic documents and manage documents and information on relevant portals such as SharePoint
- Book and confirm meeting space, set up for meetings and receive confirmations or regrets
- Maintain lists of committee members and Terms of Reference of Standing Committees
- Provide administrative support at meetings.
- Maintain a high level of confidentiality and professionalism in all interactions
- Provide administrative and coordination support at community meetings
- Plan, coordinate, and execute organizational meetings and events such as conferences, annual general meetings, and other organizational events
- Maintain records for invoices, sales including, ordering products, and maintaining inventory
- Receive/prepare invoices and liaise with vendors and clients

Business Administration

- Primary contact for staff training and coordination of training
- Responsible for entire organization's central ordering and vendor management
- Manage systems including phones, fax, scanner, photocopiers, TTY, mail, priority post, packages, courier services, building access, and orientation of vendors
- Coordinate building security, monthly fire drills, cleaning services and shredding services including assignment of keys and alarm codes for approved personnel
- Coordinate storage both onsite and offsite for main office including archive and recycling/ destruction of materials no longer needed
- Manage business, and general inquiries
- Ensure adequate supplies of office stationery, general office supplies, office furniture, and other equipment
- Ensure the office facilities are in compliance with regulations, such as local fire codes, Accessibility for Ontarians with Disabilities Act, and other relevant legislation
- Actively participate on the Health and Safety Committee and any other relevant community committees
- Manage space bookings for all CDRCP spaces
- Adhere to all policies and follow established procedures

Event Coordination

- Plan and organize conferences for other associations and agencies including working with partners, locating space and making all arrangements.
- Ensuring the needs of presenters and community partners are supported
- Coordinating registration utilizing registration systems
- Providing a final report summary for the event holder
- Submit tickets for any office equipment issues (postage machine, printers, laminator, projector, etc.)
- Submit meter readings for Office equipment.
- Making travel arrangements (if and when required)
- Tracks service agreements and notifies the reporting manager in a timely manner of any discrepancies.

Knowledge, Skills and Abilities:

- Excellent oral and written communication and presentation skills to represent the interests of CDRCP both internally and externally
- Strong analytical, problem solving, negotiation, conflict resolution and organizational skills in order to effectively assess needs, develop proposals, and reports, as well as working with staff teams
- Strong technical skills and working knowledge of social media, MS Office and other software

Accountability:

- The OEA supports the CEO through prioritizing tasks and emails, creating a coordinated and cohesive approach to manage files, emails and schedules
- The OEA cascades information to the CEO and appropriate personnel as relevant
- The OEA supports the Managers through administrative tasks and ensuring working order of the facility

Sensory Attention/Stress

- This role requires effective use of current technology, a computer and other standard office equipment. The ability to drive and move frequently from one location to another is required. Stress may result from shifting deadlines and the need to remain proactive to ensure situations achieve the best possible outcomes.

Problem Solving/Decision Making:

- The OEA works under the direction of the CEO in collaboration with the other members of the Management team. There is a very moderate level of independence to lead and operate within relevant legislation, provincial, municipal and agency policies, standards, procedures and guidelines
- Complexity of the decision making should be considered within the context of balancing strategic priorities, changing community needs, project risk-management planning, and cost benefit analysis.

CDRCP offers competitive benefits to qualifying positions, learning opportunities and a chance to work on a team of dedicated professionals.

WHAT WE'RE LOOKING FOR:

The successful candidate will:

Qualifications:

- Post-secondary education and minimum 2 Years related experience in Business and Office Coordination, Administrative Supports
- Good (written and oral) communication skills and strong interpersonal skills.
- Excellent organizational skills and ability to handle a range of responsibilities at the same time through effective prioritizing and time management skills
- Ability to prepare effective minutes, agendas, reports, email and general correspondence
- Demonstrated professional experience working with executive leadership
- Problem solving skills
- Awareness of the need for and respect of confidentiality
- Ability to deal tactfully and effectively with the Board and committee members, staff, students, volunteers, public and community agencies and maintain good public relations
- Possesses strong technological skills including Social Media; proficient use of various office based software including Microsoft Office,
- Acceptable Criminal Reference Check
- Ability to work flexible hours and act independently
- Knowledge of relevant legislation
- Valid Driver's License, a safe driving record and access to independent transportation

Job responsibilities are subject to change under the direction or assignment of the Chief Executive Officer.

HOW TO APPLY:

Please send your resume and cover letter to hemantika@cdrpc.com using the subject line "Office & Executive Assistant (OEA)" Applicant". Applicants that are selected to move forward in the application process will be contacted by email.

To learn more about CDRCP please visit www.cdrpc.com.

CDRCP is committed to ensuring that employment decisions are made equitably, and that employment barriers are eliminated in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Employment decisions are made based on experience, skills, attributes and qualifications. Candidates that require accommodation during the application process are encouraged to contact the Hiring Manager at CDRCP.