

Executive Assistant

The Executive Assistant provides complex administrative functions for the Executive Director and Program Manager. This position reports to the Executive Director.

Key Responsibilities and Duties

- Provides complex administrative functions for the Executive Director and Program Manager which will include but not be limited to:
 - Preparation and/or upkeep of :
 - marketing materials
 - brochures, posters and business cards
 - website and social media
 - power point presentations
 - staff meeting minutes and agenda preparation
 - client files as required
 - Update and ensure the accuracy of the organization's databases
 - photocopying and organization of curriculum
 - volunteer website
 - Supports the Executive Director:
 - Search and initial preparations of funding applications, RFPS, CFPs, job descriptions
 - Managing holiday schedules
 - Preparation of Board Reports
 - Support with Human Resource tasks such as, Job descriptions, employment advertising, and scheduling of interviews.
- Provides a welcoming office atmosphere for staff and clients.
- Works cooperatively with other support staff to provide a welcoming environment for clients and visitors to NexusBC
- Provides reception of telephone and drop-in inquiries including transferring calls, taking messages, scheduling appointments, doing follow up calls, and providing general information
- Performs opening and closing routine for office
- Greets and directs clients and visitors
- Assists with clerical tasks as assigned including photocopying, typing, filing, handling mail, making reminder phone calls
- Keeps office facilities organized
- Purchase, receive and store the office supplies ensuring that basic supplies are always available
- File material according to the established procedures
- Back-up electronic files using proper procedures
- Coordinate the maintenance of office equipment
- Complies with NexusBC policies and procedures including the NexusBC code of ethics

- Supports the maintenance of client files and information in keeping with Personal Information Protection Act legislation

Core Competencies

- Excellent customer service skills (team player, positive attitude)
- Excellent computer skills – specifically Excel, Word, Power Point, Publisher, Corel Draw, Mail Chimp, Access, CCIS, and website based programming
- Excellent knowledge of local resources
- Excellent organizational skills and multi-tasking abilities
- Ability to assist vulnerable clients with patience and empathy
- Professionalism through adherence to respectful practices and ethical behaviors
- Adheres to client privacy and confidentiality guidelines

Qualifications

- Minimum of 5+ years of experience as an Executive Assistant reporting directly to senior management, Human Resources Manager experience preferred
- Experience with marketing, specifically website and social media platforms
- Advanced Microsoft Office skills, with an ability to become familiar with firm-specific programs and software
- Proficiency in collaboration and delegation of duties
- Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities
- Exceptional interpersonal skills
- Friendly and professional demeanor