

ADMINISTRATION

Position: ADMINISTRATION ASSISTANT
Responsible to: Director, Human Resources and Administration
Classification: B
Location: Winnipeg

January 2019

Position Summary: Working closely with the director of human resources and administration and the administration coordinator, the administration assistant assumes primary responsibility for all telephone and in-person reception duties, is the initial contact for all in-coming communication, manages the organization's files, and provides administrative support to the administration team and executive office.

The administration assistant takes day-to-day direction from the administration coordinator and is supervised by the director of human resources and administration.

This full-time position is based in Winnipeg, MB.

Roles and Responsibilities:

1. **Reception** – Provides a welcoming and professional reception to guests and staff and ensures that requests are answered or directed appropriately
 - 1.1. Opens and closes the office
 - 1.2. Creates a welcoming atmosphere for all staff, visitors and callers; responds to or directs all incoming calls, visitors and general emails
 - 1.3. Maintains daily in/out record of office staff
 - 1.4. Maintains general knowledge of developments and initiatives in all departments in order to better assist or direct callers and visitors

2. **Office Administration and Maintenance** – Takes initiative for daily office administration tasks
 - 2.1. Processes incoming mail; routes magazines; processes incoming faxes
 - 2.2. Processes daily donations
 - 2.3. Processes courier requests and outgoing mail
 - 2.4. Maintains proficiency in using office machines (printers, copiers, fax, scanner, postage meter, folding machine)
 - 2.5. Ensures that sufficient office supplies are available at all times; seeks cost effective and environmentally friendly solutions
 - 2.6. Prepares purchase orders as required
 - 2.7. Maintains logs and lists as required for efficient office management (CO2 use, staff contact lists, board and committee contact lists)
 - 2.8. Maintains the organizations physical assets list
 - 2.9. Takes responsibility for maintaining a clean and hygienic staff kitchen and meeting rooms
 - 2.10. Orders coffee and tea supplies and other kitchen stocks as needed
 - 2.11. Conducts daily clean-up of lunch and meeting rooms

3. **Information Management** – Maintains information management systems and inputting data as necessary
 - 3.1. Maintains corporate electronic and paper files

- 3.2. Maintains electronic and paper archives; initiates and manages transfer of current files into archive system
 - 3.3. Maintains and updates staff and board contact information lists
 - 3.4. Manages and maintains the physical and electronic library systems and ensures that new holdings are accurately catalogued
- 4. Assistance to administration, governance and human resource functions** – Provides assistance to the administration coordinator and the director in the following administration, governance and human resource functions:
- 4.1. Assists with planning board and executive meeting logistics as requested
 - 4.2. Assists in planning lodging for board and executive committee meetings and other corporate events
 - 4.3. Assists in producing and distributing board and executive committee meeting materials
 - 4.4. Assists in orienting new staff to office procedures and office equipment
 - 4.5. Assists in planning logistics for staff events like farewell luncheons, summer picnics and staff retreats
 - 4.6. Provides clerical assistance and back up to director of human resources and administration as requested
- 5. Assistance to Executive Director**
- 5.1. Provides clerical assistance to the executive office as requested
- 6. Other Duties**
- 6.1. Assists resource assistant in processing requests (telephone, walk-in, internet) for promotional items, educational information, and publication material
 - 6.2. Assists resource assistant in preparing mailings as requested (new donors, annual report, Breaking Bread, elevator packages, etc.)
 - 6.3. Acts as back up for taking telephone donations
 - 6.4. Assists with managing resource room
 - 6.5. Assists with setting up conferencing equipment as requested
 - 6.6. Takes responsibility for recycling office materials
 - 6.7. Other duties as required and assigned

Qualifications:

Required

- Pleasant and professional reception persona
- Able to work independently
- Excellent attention to detail
- Excellent organizational abilities
- Strong interpersonal communication skills
- Able to work well under pressure
- Above average computer skills with specific emphasis on Microsoft Word, Excel and Outlook
- Must identify with and support the underlying mission and Christian dimension of the Foodgrains Bank.
- Must have a service orientation
- Fluency in written and oral English is essential; French language fluency is a strong asset

Preferred

- General office experience
- Switchboard and reception experience

Assets

- General knowledge of Canadian churches
- General knowledge of international relief and development
- General knowledge of Canadian agriculture