

## **Job Title: Administrative Assistant (Part –Time)**

**Reports To:** President & Executive Director

**Location:** Vaughan/Concord

**Initial Posting:** May 20, 2008

**Department:** President's Office

**Job Status:** Contract P/T

**Closing Date:** June 13, 2008

### **Company Background**

Humanity First is a Canadian based non-profit charitable, humanitarian relief organization which seeks to provide disaster relief and community development services to several poverty-affected communities in Canada and around the world. It supports the less-fortunate communities by providing provisions of basic human and social needs of the moment, with the goal to build self-sustaining community models in the long run.

### **Position Purpose**

Humanity First is seeking a dynamic, highly motivated individual for the position of Administrative Assistant. The Administrative Assistant will be responsible for providing exceptional administrative support to the Executive Director and support the day to day administrative operations at the head office.

### **Major Responsibilities**

#### **Correspondence**

- Receive telephones calls and emails from general public
  - Handle inquiries, take messages, and direct them to the appropriate staff / individuals
- Open, read, relay, and distribute incoming mail and other material, and prepare answers to routine letters
- Take meeting minutes and distribute meeting notes, routine correspondence, and reports
- Coordinate the flow of information both internally and with external organizations

#### **Filing**

- Maintain general filing system and file all correspondence - paper and electronic files
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material

#### **Organizing**

- Complete various forms in accordance with company procedures
- Maintain scheduling and event calendars
- Schedule and confirm appointments for clients, customers, or supervisors
- Assist other executives with administrative duties as and when required

#### **Food Bank Maintenance**

- Follow-up with the team responsible for food bank maintenance on a regular basis
- Conduct routine inventory checkups- food stock expiry dates
  - Check inventory database
- Write sponsorship request letters to companies for food donation

#### **Misc.**

- Conduct research to obtain required information, using such sources as the Internet.
- Establish work procedures and schedules, and keep track of the Executive Director's daily work
- Mail promotional material, and other information as and when required
- Operate office equipment such as fax machines, copiers, and phone systems, and maintain data using spreadsheets, MS Word, database management system and other applications

### **Competencies (Skills/Qualifications/Experience)**

- A post-secondary administrative assistant /secretarial program or possess relevant experience
- Prior experience as an administrative secretary would be preferred

- Proficiency in a Microsoft Office environment and a minimum typing speed of 60 words per minute is required
- Must possess exceptional organizational, time management and analytical skills
- The incumbent should have the ability to set priorities and work under pressure to meet deadlines
- Must possess excellent verbal and written communication skills
- Good Team building, problem solving and decision making skills will be considered an asset
- Prior experience in maintaining an adequate inventory of office supplies will be preferred.

## **Compensation**

Commensurate with relevant experience

### **Forward your application to:**

Saima Ahmed

Communications Director

[Sahmad@humanityfirst.ca](mailto:Sahmad@humanityfirst.ca)