

## **ADMINISTRATIVE ASSISTANT – GOLDEN**

### **Summary**

The Administrative Assistant provides confidential administrative support services and delivers local office and records management services for CBT programs. This position reports to the Director, Environment & Water Initiatives but may provide administrative support services to other positions as well.

### **Key Accountabilities**

- Provides administrative support for Environment Initiatives as well as general office support.
  - Organizes teleconferences and face-to-face meetings; including recording, filing, and distribution of meeting minutes as requested.
  - Initiates, monitors and regularly updates CBT hard copy and electronic records for projects, programs and proposals.
  - Drafts correspondence and reports.
  - Keeps well informed about CBT and its plans, programs, services, financial policies, and administrative practices and maintains confidentiality.
  - Prepares and distributes application packages for programs and initiatives.
  - Prepares Delivery of Benefits reports for management as required.
  - Attends meetings and local events to assist with promoting and supporting CBT initiatives and programs, when requested. Limited travel may be required.
- Provides reception services to the local office and ensures that a tidy appearance is maintained in the local office.
  - Respectfully represents CBT in all contacts with local residents, groups and agencies and provides information on CBT and its mission, services and programs as appropriate.
  - Receives and distributes daily mail and coordinates couriers as required.
  - Manages local board room; reservations, preparing room for users, and testing equipment if required.
  - Manages office petty cash.
  - Purchases office supplies and other services and products as approved and in compliance with CBT Financial Management Policies and budgets.

### **Qualifications**

- High school graduation or equivalent.
- Post-secondary training in a field relevant to office administration, or equivalent experience would be an asset.
- Three or more years of office experience with high public involvement.
- High degree of computer literacy, specifically knowledge and experience with MS Office 2007 software.
- Ability to maintain a high degree of confidentiality.