

Administrative Assistant – Contract 6 Months

The **Administrative Assistant** plays a key role in the organization and daily operations of the office. The Administrative Assistant is responsible for providing administrative support to the General Manager / President and select senior staff members.

The ideal candidate for this position is someone who is passionate about their role within our organization; professional by nature; committed to achieving success; and accountable for themselves.

Key Responsibilities including but not limited to:

- Providing administrative support;
- Corresponding with internal and external stakeholders via phone and email;
- Scheduling appointments and meetings for executives;
- Updating the General Manager / President's calendar;
- Drafting and typing letters and other correspondence;
- Monitor and maintain office supplies;
- Record and distribute Agenda and Meeting Minutes;
- Prioritize conflicting needs; handle matters expeditiously;
- Follow-through on projects to successful completion - often with deadline pressures;
- Assist with small projects as required by other administrative support (i.e. labels, bulk mailing, etc.);
- Send mail or packages by courier;
- Produce reports, presentations and briefs on as per need basis.

Required Knowledge, Skills, Abilities and Other Attributes:

- 3 years' experience in an administrative role;
- Intermediate - Advanced Microsoft Office Suite skills;
- Strong work ethic, productivity, efficiency and attendance;
- Flexibility to switch gears with little notice;
- Prioritize workload, meet deadlines and understand when to escalate potential issues;
- Self-motivated with ability to use own initiative;
- High attention to detail;
- Outstanding communication skills both written and verbal;
- High level of professionalism;
- Excellent interpersonal, written, and oral communication skills;
- High standards of ethics and confidentiality to handle sensitive information.

How to Apply

Email your resume and cover letter to: careers@fallsconventions.com with the subject heading "Administrative Assistant".

Scotiabank Convention Centre welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all candidates for their interest and will directly contact those selected for an interview.