**Administrative Assistant Job Description**

**Title: Reports to:**

Administrative Assistant Director of Operations and Communications

**Classification:**Administration – Full-time, Permanent

**Date:**August 7th, 2018

**Summary/Objective:**

The Administrative Assistant is responsible for providing daily support and assistance to the Director of Operations and Communications and Clinical Nurse Manager as directed. The Administrative Assistant is responsible for all internal aspects of finance such as bank accounts, accounts payable and receivables as well as education support and referral dissemination and entry. It also advises on processes to improve workflow of the organization. This position maintains the daily functions of the office including answering and directing phone calls, greeting visitors, maintaining and ordering office supplies and ordering educational materials as needed.

**Essential Functions:**

**General Office:**

* Provide daily supervision of the office and keep the Director of Operations and Communications and Community Engagement Lead apprised of significant situations in their absence
* Coordinate tasks with the Director of Operations and Communications
* Order and maintain inventory of basic office supplies as well as processing returns
* Record, transcribe and circulate minutes in various meetings
* Process all incoming client referrals
* Maintain filing systems
* Remain current on knowledge and legislation affecting Hospice Palliative Care
* Coordinate meetings, appointments and events as required as well as managing various meeting logistics
* Assist Director of Operations and Communications and Community Engagement Lead with accreditation process and policy development
* Joint Health and Safety Committee member for the Orillia Common Roof

**Education:**

* Support various staff members with education coordination and communication
* Manage development of online education evaluations
* Manages administration of education events including LEAP, Fundamentals, ACE, etc.
* Prepare education materials and packages

**Financials:**

* Coordinate weekly submissions of accounts payable and bank deposits
* Reconcile all accounts monthly
* Submit bingo and Nevada reports on a monthly basis
* Process educational transactions over the phone or by mail through the online registration program
* Prepare monthly e-register reconciliation for accounts payable submission
* Assist with budgeting and monthly forecasting

**Office Administration:**

* Manage all aspects of the office phone system including recording general office answering messages, updating and adding extensions for new staff and troubleshooting phone system issues
* Ensures that proper documentation and reporting is completed as required by the City of Orillia and the OLG for Bingo and Nevada fundraising
* Greet all visitors in a courteous manner and directing them to the appropriate staff member
* Assist with events including space bookings, caterings, printing materials and circulating emails
* Maintain/update email distribution lists
* Coordinate distribution of monthly education newsletter and update distribution lists as required
* Provide OTN technical support as needed
* Provide assistance in creating/distributing survey monkey surveys

**Competencies:**

1. Bookkeeping
2. Communication and Interpersonal Skills
3. Organization Skills
4. Problem Solving
5. Computer Literacy
6. Microsoft Excel, Word and PowerPoint
7. Multi-Tasking Ability

**Supervisory Responsibility:**

This position has no direct supervisory responsibilities.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers, photocopiers and fax machines.

This position involves regular supervision and requires communication with internal and external stakeholders. This position also involves communication with external clients, volunteers and community members, vendors, the LHIN and Board members.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The physical demands involve minute taking, working in a fast paced environment, sitting for extended periods of time and work on a computer.

While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision and ability to adjust focus. This would require the ability to lift files (up to 25lbs), open filing cabinets and bend or stand on a stool as necessary.

If accommodation is needed, please notify the Director of Operations and Communications.

**Position Type/Expected Hours of Work:**

This is a full-time, 35 hour/week position. Days and hours of work are Monday to Friday, 9:00am to 4:30pm. Occasional evening and weekend work may be required as job duties demand. The duties of this job are subject to change.

**Travel:**

Minimal travel is required for this position. A valid drivers’ license and car is preferred but other means of transportation coordinated by the employee would be acceptable.

**Required Education and Experience:**

1. College diploma in a business or administrative field in combination with significant experience.

**Preferred Education and Experience:**

1. Experience in a non-profit organization and/or in a governmentally regulated organization
2. Experience with accounting or bookkeeping
3. Experience managing confidential health care information
4. Experience with managing one’s own schedule
5. Experience with Microsoft programs, websites and social media
6. Experience managing confidential health care information including knowledge of PHIPA

**Work Authorization/Security Clearance (if applicable):**

1. Police Record check
2. Vulnerable sector check
3. Verification of Educational qualifications

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Equal Opportunity Statement:**

NSMHPCN is committed to the philosophy of equal opportunity employment and does not discriminate against any employee or applicant on the basis of race, color, ancestry, age, religion, sex, sexual orientation, gender identity or expression, nation origin, disability, medical condition, marital status, veteran status, or other non-job-related criteria.

NSMHPCN is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code, individuals requiring accommodation during the application/recruitment process should advise Human Resources so arrangements can be made. All personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act.

**Accessibility:**

NSMHPCN is committed to providing its services in ways that respect the dignity and independence of people with disabilities.

**How to Apply:**

Please email resume and cover letter to [whitney@nsmhpcn.ca](mailto:whitney@nsmhpcn.ca) no later than Friday, August 17th, 2018.