



# BGC East Scarborough

100 Galloway Road • Scarborough, ON • M1E 1W7

Tel: (416) 281-0262 • Fax: (416) 281-0458

[www.esbgc.ca](http://www.esbgc.ca)

<b>Job Title:</b>	<b>Administrative Assistant</b>
<b>Reporting to:</b>	<b>Senior Manager Children &amp; Early Teens</b>

## JOB PURPOSE

The general purpose of the position is to provide secretarial, clerical and administrative support in an effective and efficient manner. The administrative assistant act as the center for all information flow; addressing all external and internal inquiries.

## RESPONSIBILITIES

### Administration (80%)

- Answers telephone enquiries and refers callers to the appropriate staff
- Respond to inquiries regarding programs and services available at ESBGC
- Prepare monthly board of director's package for meetings
- Process and submit Canadian tire jumpstart applications
- Maintain an adequate inventory of office supplies
- Open and date stamp all general correspondence
- Security (making sure visitors sign in & monitoring back door camera)
- Maintaining building maintenance records
- Receive and greet visitors advising party of their arrival
- Perform administrative duties such as photocopy, mail; maintain office supplies, files, equipment service calls, etc.
- Complete intake of internal and external club bus bookings
- Prepare managerial agendas
- Maintain Facility rental records; book rooms, and staff accordingly.
- Compose letters and memos as directed.
- Maintain departmental files; ensures that all records are updated and modified
- Coordinator and compose agendas for the all leadership team meetings
- Makes travel arrangements
- Other administrative duties as they arise

### Finance (20%)

- Take in person payments
- Reconcile daily cash receipts from customer payments.
- Assist families in creating account and registering programs on ACTIVENET and following up with payment
- Locate, extract & consolidate information required in reports and correspondence
- Assist in the Finance Office as per request

## QUALIFICATIONS

### Experience and Training/Education

- High school diploma or an equivalent combination of experience and education.



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- 1 -2 years of experience performing administrative duties

### Knowledge and Attributes

- Well organized and attentive to detail
- Ability to set priorities and meet deadlines
- Knowledge of Microsoft Office (i.e. Excel, Word, Outlook, etc)
- Must possess strong communication skills both written and verbal
- Ability to exercise independent judgment and discretion in dealing with the general public
- Strong problem solving and analytical skills and ability to perform duties with minimal supervision

### WORKING CONDITIONS

- Sitting (80%)
- Walking around restocking storage/shelves, inventory or delivering messages (20%)

### PHYSICAL REQUIREMENTS

- Job conditions require standing, walking, sitting, making visual inspections, lifting and/or carrying up to 30 lbs., pushing and/or pulling up to 30 lbs., climbing up to 3ft

### DIRECT REPORTS

- N/A

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	
<b>Next Review Date:</b>	

**Employee Acknowledgement: I have read and reviewed the Job Description with the Supervisor who has explained the responsibilities and answered my questions. I have received a personal copy of this job description and agree to carry out these responsibilities.**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Manager's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_