

<b>Position Title:</b>	<b>Office Administrator</b>
<b>Supervisor:</b>	<b>General Manager</b>
<b>Service Category:</b>	<b>Operations Program Delivery</b>
<b>Date:</b>	<b>April 17, 2023</b>

**ORGANIZATION DESCRIPTION:**

Are you an aspiring business professional looking to work in an energetic professional office setting? If so, Community Futures may be the employer for you. Employment at Community Futures provides the opportunity to have meaningful positive impact on entrepreneurs and help grow local businesses.

Community Futures Thompson Country (CFTC) is a non-profit organization guided by a volunteer Board of Directors and staffed with business professionals. The organizations mandate is to create community partnerships that help foster entrepreneurship and economic development in the Thompson Country region. Community Futures Thompson Country is funded by Western Economic Diversification Canada.

For more information on Community Futures please visit our website:

<http://communityfutures.net/>

The Administrative Assistant will be responsible for providing administrative support to both Community Futures Thompson Country and Therapy Works. This role will require the ability to work independently and as part of a team, with strong attention to detail and excellent communication skills.

**Key Responsibilities:**

- Answer and direct phone calls and emails to the appropriate person or department
- Schedule appointments and maintain calendars for both organizations
- Provide general administrative support, including data entry, filing, and organizing paperwork
- Assist with bookkeeping and basic accounting tasks
- Coordinate meetings, events, and workshops
- Prepare and distribute correspondence, reports, and other documents as required
- Assist with social media and website updates
- Perform other administrative duties as assigned

**Qualifications:**

- A diploma in administration or a degree in business administration or a related field is an asset
- Minimum of 1-2 years of administrative experience
- Strong organizational and time-management skills

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent communication skills, both written and verbal
- Ability to work independently and in a team environment
- Knowledge of bookkeeping and basic accounting practices is an asset
- Familiarity with social media platforms and website maintenance is an asset
- Working Conditions:
- This is a full-time position (35 hours per week) with regular office hours from Monday to Friday.
- The Administrative Assistant will split their time between Community Futures Thompson Country and Therapy Works, providing support to each office as required.
- Ability to pass a Criminal Record Check

**SKILLS AND ATTRIBUTES:**

- Ability to use a wide range of software, including word processing, spreadsheets and Ministry mandated databases
- Excellent organizational skills with an ability to think proactively and prioritize work
- Experience exercising discretion and confidentiality with sensitive company information
- Clear and concise communication with attention to detail and accuracy
- Must be able to work within a team environment
- Ability to multi-task effectively, without supervision in a rapid paced environment
- Must have a clear and concise knowledge of accounting procedures
- Accurately record minutes from meetings
- Ability to meet required deadlines with accuracy and detail without supervision

**COMPENSATION:**

- Wage is based on a 35-hour work week and will range from \$18-\$22/hour based on a combination of employment experience and education
- Extended health benefits included upon completion of probationary period (3 Months)
- Matching RRSP Program up to 5% of annual wage
- Vacation and Sick days accrued from the start of employment

*Community Futures values diversity and is committed to providing an inclusive work environment. We are looking for qualified individuals who represent, at all job levels, the diversity of the people we serve and encourage applications from Indigenous peoples, individuals of all genders and sexual orientation, origin and ethnic affiliations, disability, age, and religion.*