

CANADIAN ROYAL PURPLE

EXECUTIVE ASSISTANT JOB DESCRIPTION

Job brief

We are looking for a responsible Executive Assistant to join our team. Your main duties will be to maintain accurate gathering and reporting of membership statistics and records. Prepare minutes of our Director meetings, answer telephone/ questions as they are received, all in a timely manner.

A successful Executive Assistant will demonstrate a strong attention to detail along with the ability to discover potential risks for our Society. You should also analyze work with an eye toward reducing costs and increasing profits, while ensuring compliance with the law. Our ideal candidate has previous experience managing business and is familiar with legal requirements and terms of use. Ultimately, you should ensure all our affairs conform to legislative requirements and adhere to our constitution.

Following probation of three months, this contract is subject to review and may be renewed annually by the Board of Directors. A minimum of two weeks notice is required by each party to end the contract if responsibilities or requirements are not met.

Responsibilities

- Support the Mission and Vision of the National Board of Directors.
- You are the first line of communication as you answer the telephone and greet members. Always exemplify professionalism and a positive image
- You maintain a filing system for receipts and invoices. You may be tasked with preparing reports on these expenditures and providing them upon request.
- Create and maintain a positive working relationship with CRPS bookkeeper/treasurer.
- Ensure all deadlines and conditions described on contracts are met (e.g. payments)
- The Board representative, you must be punctual and timely in completing assigned tasks
- Maintain organized system of physical and digital records
- Maintain and provide current information to website editor
- Negotiate contract terms with internal and external business partners
- Review and update existing contracts
- Follow FOIP regulations and exercise discretion, as you deal with confidential information.
- Stay current with legislative changes and coordinate with the legal department as needed
- Analyze potential risks to the organization
- Prepare National/Provincial Grant Applications that benefit this not-for profit organization as fundraising for administrative and fulfillment of the organizations mission.
- Manage volunteers and track their hours. Present schedules and performance evaluations when requested.
- Create a development calendar and keep the Board aware of pertinent deadlines and time frames in co-ordination with Directors.
- Prepare sales orders placed by members in a timely manner.
- Other duties as requested by Board of Directors.

Requirements

- Proven work experience as an administrator, Contract Manager or relevant role
- Knowledge of Federal requirements of all Government regulations pertaining to this not-for profit organization
 - Strong computer skills in Word, Excel, Quick books, Adobe and Social media.
- Familiarity with accounting procedures
- Keen attention to detail, with an ability to spot errors
- Strong analytical and organizational skills
- Ability to work with Board of Directors and members
- Knowledge of Canadian Royal Purple vision, goals and plans forward
 - Provide a current Police Record Check
 - Agree to a Non-Disclosure Agreement

Physical Requirements

- Cell phone
- Space for office and storage

Canadian Royal Purple will supply

- Computer c/w software programs required to complete the job
- Printer/fax machine and ink
- Filing cabinet
- Cellphone financial support per cell phone contract
- Office supplies
- Board approved expenses IE. mileage, hotel
- Monthly funds – based on an annual contract

Contract Range –

\$5,000.- \$7,000. Annually

Application must be forwarded to:

Kelly Christman
Box 685, Bassano, AB
T0J 0B0

Jan Gammie
#12, 595 Ongman Road, Prince George, BC
V2K 4L1

Closes November 15, 2019