

## **Orillia & District Construction Association - Executive Administrator Position**

### **Job Description:**

The Orillia & District Construction Association is looking for a responsible Executive Administrator to perform a variety of administrative and clerical tasks. Duties of the Administrator include providing support to the Orillia & District Construction Association Board of Directors and to provide information to the members and general public. This includes, assisting in daily administrative tasks, such as email correspondence and telephone monitoring, and managing the not for profit organizations general administrative activities (ODCA).

The ODCA also encourages community involvement and supports many activities, initiatives and events throughout the year, where you, as the Executive Administrator become the face of ODCA. Many of the meetings and events take place on weeknights, weekends, and some during business hours. You will be required to have a clean credit card to use for purchases, and will be reimbursed by the ODCA. The ODCA mailbox is to be checked once bi-weekly, and weekly once membership invoices are issued. You will require access to a TD Bank, and be proficient with general business banking and requirements.

Administrative Assistant responsibilities include coordinating board and members meetings. Board Meetings are the first Tuesday of every month and Members Meetings occur periodically throughout the year, prepare and record meeting minutes, calendar of events, agenda's, email blasts, invitations, correspondence to directors and ODCA members, prizes, and other general duties (including updating the ODCA website).

Ultimately, a successful Executive Administrator should ensure the day- to-day operations of the not for profit organization run efficient and smooth, ensure the board of directors have all information, contacts etc. required to make their contributions and complete their tasks. You are also asked to ensure the members and general community are informed and involved within the ODCA.

### **Responsibilities**

- Answer and direct phone calls and emails (general inquires, member inquires & questions, etc)
- Organize, schedule, and take part in ODCA events and community involvement projects.
- Plan board meetings (monthly, except July and August), order and organize dinner and take detailed minutes.
- Plan members meetings/events (periodically throughout the year (about 5), order, organize pre-set dinner, invitations, correspond with members and restaurant, and set up/tear down.
- Invoice members for membership dues, members meetings, chargeable events etc. Pay bills and shop for general administrative items (when required). Provide receipts for all expenses. Keep QuickBooks up to date with deposits, credit card transactions, outstanding balances, invoices etc.
- Check, compose and distribute email, correspondence memos, letters, and maintain current filing system.
- Order office supplies and general ODCA print offs, signage etc.
- Maintain memberships and correspond with members.

### Requirements

- Proven experience as an Administrative Assistant or Office Administrative Assistant.
- In home office, or workspace, and reliable vehicle.
- Proficiency in MS Office (MS Excel and MS Word) and QuickBooks.
- Excellent time management skills, ability to prioritize work, multi-task and have strong organization skills.
- Attention to detail, problem solving skills, excellent written and verbal communication skills.
- High School diploma; experience as an Administrative Assistant or Secretary will be a plus.

\$600 monthly pay rate, hours vary per month.

Computer, printer, software and general administrative materials are supplied. All additional items required will be purchased and reimbursed by the ODCA.