



Administrative Assistant

Job Description

As an integral part of the organization, the Administrative Assistant is responsible for providing administrative support to Basically Babies. It is important that this individual embrace, support, and promote the vision and strategic plan of the organization.

Priorities

- Relieve staff, management, and volunteers of administrative tasks
- Ensure time-sensitive tasks are completed within specified time frames
- Coordinate workflow
- Represent Basically Babies professionally as the front-line of the charity
- Take initiative on requests and inquiries of administrative nature
- Perform various duties as outlined below in addition to other tasks and activities that arise of an administrative nature

Roles and Responsibilities

The Administrative Assistant reports directly to the Office Administrator. Specific responsibilities of the Administrative Assistant include, but are not limited to, the following:

Communication

- Provide regular updates to the Office Administrator and members of the Management Team regarding office/warehouse activities
- Communicate regularly with management, co-workers and volunteers
- Assist with daily communications with staff, volunteers, outside inquiries, walk-up traffic, and liaise with recipient organizations via phone, email and in person
- Prepare emails and mail-outs
- Compose correspondence
- Arrange mail/email in priority action order
- Prepare warehouse signage to support volunteers and organization

Bookkeeping/Financial

- Assist with pre-work for accounting entries
- Prepare cheques to pay outstanding bills
- Prepare reimbursements for staff and volunteers
- Reconcile credit card statements
- Assist with monthly payroll
- Assist with CRA reporting and documentation
- Assist with grant preparation and related grant reports
- Prepare Inventory Sheets for monthly and annual inventory
- Provide administrative support throughout production cycle

Appointments/Meetings/Events

- Maintain weekly and annual office calendar
- Prepare agenda in advance of Board meetings
- Arrange Board meeting facilities and details
- Assist with special events as needed
- Assist with Strategic Plan preparations and follow-up

Data Management

- Maintain Basically Babies database(s)
- Complete weekly back-ups for systems and files

Routines

- Assess office supply levels and re-order when necessary
- Complete office filing
- Help maintain organized warehouse space
- Use and promote technology to aid communication and operations

Confidentiality

- Maintain absolute confidentiality on all work, charitable, financial, process, and other job-related matters
- Assure discreet handling of all business-related tasks, information and data

Education and Experience

This individual is a strong communicator with excellent oral and written communication skills and is able to manage his/her time and work effectively. The Administrative Assistant is a person of honesty and integrity who understands the compassionate nature of the charitable work of Basically Babies. The Administrative Assistant also possesses strong relationship-building skills, and organizational skills.

Administrative Assistant Position Requirements:

- 3+ years of demonstrated administrative experience
- Diploma in Administration (or equivalent combination of education and experience)
- Previous experience in charitable sector
- Excellent, relevant computer skills: Microsoft Office tools (Outlook, Word, Excel, Publisher, Power Point)
- Demonstrated history of successfully completing a variety of administrative tasks and activities
- Positive and friendly attitude

Work Hours and Wages

- Administrative Assistant will initially work 3 mornings per week during office hours
- Hourly wages will be competitive and will be commensurate with experience