

JOB DESCRIPTION - ADMINISTRATIVE ASSISTANT

SECTION 1 IDENTIFYING INFORMATION

Position

Administrative Assistant

Supervisor

Director of Finance and Administration

SECTION 2 POSITION SUMMARY

The Administrative Assistant, under the general direction of the Finance & Administration Manager, is responsible for daily bank deposit, data entry of all donor information, maintenance of program inventory and ordering office supplies.

SECTION 3 DUTIES AND RESPONSIBILITIES

1. DAILY BANK DEPOSIT

- Receive and open all incoming mail. Distribute correspondence to appropriate staff.
- Date stamp and record donor information on original mail. Check and endorse cheques. Process credit card transactions. Balance money received to original mail. Deposit monies received.
- Schedule mail drop off and deposit pick up appropriately through out holiday days.

2. Data Entry

- Ensure account maintenance is done on all deposits (including regional mail)
- File daily mail folders

3. PROGRAM SUPPLIES INVENTORY

- Maintain Excel spreadsheet inventory of the program supplies (eg. brochures, pamphlets, booklets, etc.)
- Maintain stock of inventory as required
- Send out program supplies as ordered by staff - including the Region Staff

4. INVOICING SYSTEM

- Keeps track of all payments of invoices; inform the appropriate staff person of invoices paid.
- Issues monthly reminders for unpaid invoices.
- Deals with the appropriate staff person for invoices unpaid over 3 months.

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- Ordering office supplies as required (Paper, Envelopes, Letter head, Printer cartridges, etc.
- second backup for reception and telephone donations
- Upkeep of postage meter money
- Updating staff on mailing slips, routing slips, mail boxes etc
- Beginning/End of day turn on/off office equipment, kitchen appliances, lights etc.
- Assist with data entry.
- Coordinate bulk mailings
- Watering office plants
- Send mail at the end of the day
- Filing documents in the main filing cabinet
- Other duties as assigned

SECTION 4 SUPERVISION EXERCISED

The Administrative Assistant may be required to exercise supervision over office volunteers

SECTION 5 POSITION REQUIREMENTS

FORMAL EDUCATION

- High School Graduate with additional Business School training.

WORK EXPERIENCE

- One year diploma in Admin. Assistant or relevant experience in a business office setting.

WORKING LEVEL QUALIFICATIONS

- knowledge of Alzheimer Disease, Alzheimer services, programs and general office procedures
- proficiency in relevant Alzheimer computer software
- interpersonal skills
- confidentiality