

**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	<b>Administrative Assistant</b>
<b>REPORTS TO:</b>	<b>Chief Officer of Finance and Human Resources (COF)</b>
<b>CLASSIFICATION:</b>	<b>.8 FTE (32 hours per week)</b>
<b>PROBATION:</b>	<b>90 Days</b>
<b>BENEFITS:</b>	<b>Applicable after probation successfully completed</b>
<b>WRITTEN:</b>	<b>2016-07-27 REV 2018-08-16</b>

**POSITION SUMMARY**

The Administrative Assistant will assist in all aspects of office administration, duties and functions required by the Executive Team. This will also include interaction with the general public and other Team Members and Department Leaders.

Similar duties may also be required for Heritage Life Personal Care Home and Heritage Life Retirement Living under the direction of the COF.

**Key Objectives:**

- To be part of the administrative team.
- To catch and promote the vision for the Niverville Aging in Place Campus.
- To bring an additional professional component to the day to day operations of NHHI and its affiliates.
- To be part of the development of the team and the growth of our team members.

**Qualifications:**

**Knowledge, Skills & Certifications**

- Strong organizational skills.
- Commitment to social enterprises.
- A demonstrated commitment to high professional ethical standards and a diverse workplace.
- Excellent communication skills both verbal and written.
- Excellent collaborative work style and commitment to get the job done with excellence.
- Has a strong working knowledge of MS Office (Word and Excel) and the use of office equipment such as copiers, fax machines and other office related equipment. The use of MS Access and accounting software will be an asset.
- Be able to function in an environment to discern confidentiality and privacy.

**Duties**

**Primary Activities**

The Administrative Assistant will

- Ensure the efficient day-to-day operation of the general office, and support the work of the Executive Team as required.
- Handle a variety of daily duties which will require strong organizational, communication and analytical skills.
- Be responsible for a number of data entry functions which could be related to inventory, maintenance, IT, accounting and other similar areas.
- Provide some assistance to the Executives in the managing of their schedule and meeting commitments.

- Reply to general enquiries for information and direct the enquiry to the proper Executive or Department Leader.
- Be the point of contact on HR questions and concerns.
- Be a strong administrative support for the Executive and proactive in assisting the Executive in administrative and office functions.
- Maintain current knowledge of organizational policies and procedures.

**Administrative Support**

- Provide administrative and office support to the Executive Team.
- Assist with writing correspondence or keyboarding or processing correspondence as provided by the Executive Team.
- Book rooms for internal meetings as required by the Executive Team.
- Sort incoming mail, faxes, and courier deliveries for distribution.
- Prepare and send outgoing faxes, mail, and courier parcels.
- Forward incoming general e-mails to the appropriate staff member.
- Purchase, receive and store office supplies ensuring that basic supplies are always available for the organization. Getting approval on all purchases from the COF.
- Code and file material according to the established procedures.
- Update and ensure the accuracy of the organization's databases.
- Back-up electronic files using proper procedures.
- Handle any phone calls or greeting/directing people to NHHI as required by the Executive Team in a professional and friendly manner.
- Ensure team member and organization items are maintained and handled confidentially in keeping with organizational policy and government privacy legislation.
- Assist with Operational Functions such as
  - Handle and follow up of Maintenance Requisitions and Projects as required in the tracking system.
  - Assist with or back-up the entry of information for inventory purposes including the entry of new items as required.
  - Prepare the invoices for entry by accounting including getting approvals from the Chief Officer of Hospitality and Support Services.
  - Assist with the development of new menus, signs or similar items as required.
- Assist with some Board functions such as
  - Prepare Board meeting agendas.
  - Send out Board packets documents as requested.
  - Draft minutes of the meeting from the recording for review of the COF.
- Assist with the management of legal documents for NHHI and associated entities.
- Assist with or manage details related to Heritage Life Retirement Living. Including but not limited to
  - Preparing a central file for all residents and ensuring that items for each resident are filed correctly.
  - Prepare the Common Fees CAFT documents for signing.
  - Provide information to residents on enquiries.
  - Handle the reservation and billing of the Common Rooms
  - Managing the schedule of any services provided to residents. This includes housekeeping, laundry, food services etc.

	<ul style="list-style-type: none"> <li>○ Manage the contents and updates of the Life Lease Resident Manual.</li> <li>○ Assist with the reservations of the Guest Rooms as required.</li> <li>● Assist with some smaller or larger projects and/or events including but not limited to             <ul style="list-style-type: none"> <li>○ Annual Fundraising Gala</li> <li>○ Annual Team Member Christmas Event</li> <li>○ Internal Celebrations</li> <li>○ Special Projects as may be assigned through the Executive Team.</li> </ul> </li> </ul> <p><b>Human Resources Support</b></p> <ul style="list-style-type: none"> <li>● Maintain current knowledge of organizational HR policies and procedures.</li> <li>● Assist with processing enquiries for positions within NHHI and its affiliates.</li> <li>● Tasked with arranging for interviews and confirming the time slots within the appropriate Executives Calendar.</li> <li>● Assist with the process involving New Hire Packets, updating the Team Member Manual, manage document follow-up, prepare and update position profiles.</li> <li>● Ensure that new Team Member files are complete.</li> <li>● Process the Criminal Record Search and Vulnerable Record Search for all team members. This includes follow-up, notifying payroll for charging the team member and filing of the document.</li> <li>● Ensure team member documents are maintained and handled confidentially in keeping with organizational policy and government privacy legislation.</li> <li>● Prepare, review or modify position profiles and ensure properly updated.</li> <li>● Prepare the Team Member Newsletter.</li> <li>● Manage the STAR program and the Token program.</li> <li>● Manage information to the website on positions as well as the advertising for positions either in print or via electronic means.</li> <li>● Maintain some knowledge of the Group Benefit Plan and related forms to assist Team Members as directed.</li> <li>● Process and post the Health &amp; Safety Committee minutes and other documents as required.</li> <li>● Back up in regards to processing payroll and knowing the system the organization uses.</li> </ul> <p><b>Accounting</b></p> <ul style="list-style-type: none"> <li>● Process CAFT payments for the Life Lease and back up for the Manor.</li> </ul> <p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>● Research, prepare and draft policy documents as may be required for various HR, procedural or operational policies.</li> </ul>
--	---

<p><b>General Requirements:</b></p>	<ol style="list-style-type: none"> <li>1. To act in accordance with Niverville Heritage Centre Values, Policies and Procedures at all times.</li> <li>2. To attend meetings and training and development as required.</li> <li>3. To maintain confidentiality at all times.</li> <li>4. To carry out any reasonable and additional duties as requested.</li> <li>5. To attend occasional evening meetings with committees as required. To be aware of all WHMIS guidelines.</li> </ol>
-------------------------------------	--

	6. To be aware of and comply with safe working practices as laid down by the Health and Safety Act of Manitoba.
--	---