

## **ADMINISTRATIVE ASSISTANT – FULLTIME**

### **Mission Statement**

Community Futures Nadina will provide programs and services to the people of the Bulkley Valley and Lakes District. We will actively seek opportunities to develop and sustain cooperative community economic ventures and initiatives.

This mission is achieved by creating partnerships for planning and implementing community change by building and improving our physical, social, and human resource infrastructure.

### **Job Summary**

We are looking for a dependable Administrative Assistant to perform a variety of organizational and clerical tasks at our Houston office location. Community Futures Nadina is a fast paced, detail orientated environment with administrative support required Mondays to Thursdays, 8:30AM – 4:30PM. A competitive wage and comprehensive benefit package is available to a successful candidate upon completion of a probationary period.

### **Core Responsibilities and Duties**

- Managing the company's general administrative activities.
- First line greeting for all clientele.
- Supports manager, employees, and board members through a variety of tasks related to organization and communication.
- Introduction and promotion of all CF Nadina programs to new clients.
- Responsible for all client intake data collection and appointment scheduling.
- Accurately deposit monthly payments. Manage, reconcile, and record receipts for petty cash. Dispersal of all invoices, payments, and client statements.
- Accountable for loan filing including preparation of all legal loan documentation, creation of loan files, file audits – physically and within a complex database, file maintenance and updating.
- Booking travel arrangements for board and staff when required.
- Recording Secretary for all board meetings and sub-committee meetings. Responsible for preparing agendas, minutes, organizing, and filing of all minutes.
- Preparing of lease agreements for tenants; including partner company and co-working tenants.
- Preparation and disbursement of social media marketing material. Responsible for creating a strong online marketing presence. Collect and analyze marketing data.
- Ensuring all quarterly reporting, annual targets, and operational plans are accurately submitted to program funders.
- Responsible for confidential and time sensitive material.

### **Qualifications and Skills**

- Certificate or diploma in Business Administration or proven related experience.
- Knowledge of office management systems and procedures.

- Excellent time management skills and the ability to prioritize work.
- Attention to detail and critical thinking skills.
- Excellent written and verbal communication skills.
- Outstanding interpersonal and organizational skills with the ability to multi-task.
- Proficient computer skills. A strong understanding of Microsoft Word, Excel, Adobe Acrobat DC, Outlook, and Facebook is mandatory. The ability to comprehend complex database systems is required. Knowledge of marketing generating programs such as Canva is an asset.
- Must be able to work alone and within a team.
- Must maintain confidentiality.

For all inquiries, please contact our office at 250-845-2522. To apply for the position of Administrative Assistant, please submit cover letter and resumes to Kim Martinsen, Executive Director [kmartinsen@cfnadina.ca](mailto:kmartinsen@cfnadina.ca), Position will stay opened until filled.