

# Administrative Associate - Reception

*Job description | September 2021*

## Overview

Provides day to day support as receptionist and administrative associate.

## Core Accountabilities

- Welcomes visitors;
- Opens, logs and distributes incoming mail and looks after postage and distribution of outgoing mail;
- Responsible for maintaining and updating the President's Network database;
- Manages bookings of the Boardroom and Library;
- Contacts building management for repairs, adjustments, as required;
- Prepares all envelopes, labels and courier slips;
- Assists with members' mailings, as required;
- Prepares all stationary for membership meetings, including name tags, tent cards, dinner cards, etc.;
- Assists with packing and shipping of all material and supplies related to membership meetings.

## Work Environment

- Reports to the Executive Vice President.

## Minimum qualifications:

- College certificate or equivalent.
- Advanced word processing skills.
- Bilingualism required.
- Experience an asset.

## Demonstrated ability to apply the following behavioral competencies on the job:

- Work effectively and productively with others.

- Agility in juggling priorities and adapting to change.
- Oral and written communications skills to enable clear, succinct and understandable communications.

