

**Administrative Associate**

**Position Description Form (PDF) Full-Time**

***Summary***

The Administrative Associate poses excellent communication skills and an upbeat attitude, who is willing and able to assist the Business Development Officer and Executive Director, and all visitors. Providing polite, professional, attentive assistance, is key in their daily role. Always being prepared and responsive and have a willingness to meet each challenge directly.

**Qualifications**

* **MUST BE ABLE TO SPEAK IN BOTH OFFICIAL LANGUAGES (FRENCH and ENGLISH)**
* Must have a valid drivers license and have their own vehicle.
* Past working experience with Sage is an asset.
* Past administration experience is considered an asset.
* Degree/Diploma/ Certificate in Business Administration or related field is strongly considered.

**Roles and Responsibilities include but are not limited to:**

* Support the operations, management and administration of the Corporation as requested by the Executive Director.
* Answer all enquiries, made either in person, by telephone or by mail transferring as applicable to appropriate staff.
* Handle all secretarial/clerical work which may arise during the course of normal operations.
* Assist staff with communications, ensuring that all communications and correspondence is handled in a business-like fashion considering style and format.
* Set up and maintain all administrative files as required.
* Open and route Corporation regular mail, handling routine items such as accounts payable and requests for information and transferring other items to appropriate staff.
* Maintain and complete accurate financial records and reports appropriate to meet the needs and requirements of the Business Development Officer, Executive Director, The KDCDC Board of Directors, the Corporation’s accountant, and the Government of Canada.
* Able to use SAGE 50 Canada Edition effectively and efficiently.
* Keep inventory on all supplies and equipment and responsible for maintaining stock.
* Ensure that files and records regarding client and non-client contacts and activities are properly organized.
* assist with Board of Directors meetings as required. Scan documents to be emailed to Board members
* Complete the Corporation’s routine banking as required.
* Support the operations, management and administration of the Corporation as requested by the Executive Director.
* Support all social media correspondence and website maintenance.
* Issue Payroll.
* Research all necessary documentation for requests to purchase.

**Working Environment**

* Monday to Friday 8:30am-4:30pm
* 2 Weeks Vacation to start increases as time with organization increases.
* 2 Personal Days
* Limited Paid Sick Time
* Full Benefits
* 4% RRSP Contribution
* Limited Summer Hours (Fridays off)
* Salary $43,680.00

Submit application by email to: jobs@kdcdc.com . Application deadline is

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