

Job Description

Administration Technician

Job Title: Administration Technician
Reports to: Senior Director of Finance & Shared Services
Revision Date: December 2023

SUMMARY

Reporting directly to the Senior Director of Finance & Shared Services, the Administration Technician performs a variety of administrative, HR, accounting and organizational support functions across various branches of the organization including but not limited to: records management, monthly accounting support, coordination of various meetings, minute taking, executive travel and accommodation bookings, contract administration, internal policy and procedure safekeeping and editing and support for all National Board and Standing Committee administrative requirements.

PRIMARY RESPONSIBILITIES:

- Provides administrative and organizational support to all functions performed under the responsibility of the Senior Director of Finance & Shared Services;
- Assists with the administration and records management of various Human Resource management functions at the direction of the Senior Director of Finance & Shared Services;
- Coordinates and prepares various documentation for circulation, as well as prepares meeting minutes for various meetings, as required;
- Responsible for organizing and booking travel and accommodation requirements for the National Board and senior management team;
- Performs various accounting support functions including data entry, month end closing procedures, account research and year end audit processes;
- Assists in the preparation of monthly National Board meetings, annual AGM's, in-person board meeting, special planning sessions, etc. This will include agenda preparation, activities planning, meal planning, travel booking and accommodation reservation, etc. for the various attendees;
- Performs all functions in the strictness of confidentiality when appropriate;
- Interacts with various internal and external stakeholders on behalf of the Senior Director of Finance & Shared Services when called upon to do so;
- Assists the Senior Director of Finance & Shared Services in organizing and managing their work including meeting coordination, managing incoming calls to senior management and escalating/prioritizing the need to attend to critical matters requiring immediate senior management attention;
- Responsible for records management (including accurate versioning control) of organizational documents, including policies, procedures, HR guides, governance manuals, corporate insurance and legal matters, various contracts and agreements with consultants, regional partners, vendors, resellers, sponsors and) contractors\seasonal employees;
- Conducts special assignments requiring independent research and analysis as requested by the Senior Director of Finance & Shared Services;

- Assists with the duties associated with managing the office facility including coordination of cleaning and maintenance, contractor repair coordination, building security procedures, office health and safety requirements etc.
- Assists with planning for staff functions including off-site meetings\training, employee recognition program administration, internal employee communications etc.;
- Serves as a proofreader on all documents planned for circulation by the Senior Director of Finance and Shared Services;
- Conducts additional tasks that may be required from time to time as directed by the Senior Director of Finance & Shared Services.

CORE COMPETENCIES

- Interpersonal and Communication Skills
- Membership and Stakeholders Focus and Quality of Service
- Decision Making and Initiative
- Conflict Management

JOB SPECIFIC COMPETENCIES

- Analysis/Reasoning
- Attention to Detail and organized
- Team Player

QUALIFICATIONS AND EXPERIENCE

- Competent in Microsoft applications (Word, Excel, Access and Outlook);
- Ability to multi-task;
- Ability to work under pressure, in a fast-paced environment and adapt to changing priorities;
- Bilingualism (French and English) is a requirement for the position;
- A college diploma (DEC) in office administration, Human Resource Management, Records Management, Accounting or equivalent experience as an administrative executive assistant is a decided asset;
- Experience working a cross functional reporting structure is a decided asset;
- Exposure to working with sensitive and confidential information;
- Ability to be firm yet polite when serving as the “gatekeeper “for the daily calendar of the Senior Director of Finance & Shared Services;

WORK ENVIRONMENT

The Administration Technician will spend long hours sitting and using office equipment and computers. The incumbent is located in an open office environment and may work beyond normal work hours to meet departmental deadlines. Occasional travel may be required when assisting with off-site meetings, AGM's, management workshops or staff events. This position will also adhere to CSIA's remote work policy.