

ADMINISTRATIVE ASSISTANT

Job Title : Administrative Assistant

Based at : Downtown Edmonton

Reports to : Senior Manager, Support Services

Hours of work : **40 hours per week as assigned by Manager**

OUR VISION

Hope Mission has a vision that men, women, youth and children who come to our doors would come to know Jesus Christ as their personal Lord and Saviour.

This vision can be fulfilled only if all staff is diligent in serving, strengthening and uplifting people in the name of Jesus Christ.

ACCOUNTABILITY:

Administrative Assistant will work with all departments to develop and assist in data management, staff opportunities, communication, resources and materials within the programs and services of Hope Mission.

The Administrative Assistant will also work in a team setting providing customer service to all employees within Hope Mission Programs.

JOB SUMMARY:

- Inputs information into our database system, ensuring all records are up-to-date and accurately created and maintained;
- Assists collecting employees' information and gets it ready for Payroll (Finance Department) and Human Resources, to ensure that employees are paid accurately at all times.
- Administers and monitors various staff related programs as required, to support functional and corporate objectives.
- Prepares standard and ad-hoc reports in order to provide managers and employees with accurate information when needed.
- Completes special projects as assigned by Management to ensure current and efficient processes, practices and procedures.
- Provides support to his/her team and performs other duties as assigned in order to contribute to the efficiency and service levels of the department.
- Assist in the implementation of new policies, best practices, programs, procedures and standards for the organization.
- Provide advice and recommendations on the effective structure and utilization of administrative and support staff.
- Participate in staff related projects as required, including health & safety programs, training plan and internal communications.
- Other duties as assigned.

MAJOR DUTIES AND RESPONSIBILITIES:

- Filing: making sure all information is organized correctly in each file
- Collecting, entering and organizing paperwork that is sent by other departments

- Work with other Administrative Assistants in organizing meetings and special presentations for staff members, getting all paperwork and electronic information ready for meetings, updating handbooks and manuals, etc.
- Responsible for collecting information needed to submit work benefit claims.
- Ensure that requested time-off is tracked properly and up-to-date.
- Examine timesheets submitted by all departments making sure it complies with overtime and leave of absence policies and procedures.
- Reconcile the information submitted to Finance and Human Resources for the purpose of accuracy.
- Answer to different staff inquiries about Administrative tasks.
- Attend meetings in different locations when required
- Follow up and processes WCB and Long Term disability claims
- Active involvement in the organization of staff related events
- Assist in trainings and special presentations as requested by management.
- Assist in driving practicum students or staff when needed
- Assist in the general maintenance of the office building
- Attend Occupational Health and Safety Meetings when required
- Maintaining current electronic files and databases
- Preparing any reports requested from management.
- Develop the staff communication system and maintain it monthly.
- Work with the Administrative Assistants' team in any processes related to timekeeping and collecting important information needed.
- Collects and organize daily data from Homeless Services, keeping statistics up to date.

MINIMUM QUALIFICATIONS AND SKILLS:

Education:

University or College degree in a Business Management, Administration, or other related field.

Experience:

Minimum three years of experience in an administrative assistant, or two years in a Human Resources function is required.

Knowledge of Occupational Health and Safety and Alberta Employment Standards.

Familiar with Alberta Human Rights legislation.

Experience in Customer Service.

Excellent time management and organizational skills.

Technical Skills:

Proficiency in MS Office: extensive knowledge of Excel, word processing and database software.

Knowledge and experience with databases.

Good knowledge of general policies and procedures, analysis and auditing skills would be an asset.

Performance Skills:

Highly detail oriented with excellent organizational skills

Motivated and have the ability to work well independently and within a team

Ability to work well under time pressure

Strong analytical skills and ability to perform critical analysis

Office Decorum:

Excellent communication skills (oral/written)

Superior listening skills

Excellent interpersonal skills

Full understanding of professional ethics with an emphasis on customer service (staff members in different departments, coworkers and peers)

Superior telephone manners and etiquette

OTHER REQUIREMENTS:

- **Being a Christian Organization we require our employees to be in agreement and sign the Hope Mission Statement of Faith** (<http://hopemission.com/about-us/values/>)
- **Must be legally entitled to work in Canada on a full-time basis.**
- Able to provide a clean Criminal Record Check and Vulnerable Sector Search.
- A letter of reference from a church or ministry is required.
- Adherence Hope Mission's Policies and Procedures.

START DATE: Immediately

PLEASE SEND:

1. **Resume, and**
2. **Cover letter stating why you would like to work in a Christian Ministry**

TO: People and Culture, Hope Mission

Email: hr@hopemission.com

We thank all applicants for their interest; however only those candidates selected for an interview will be contacted.