**Job Description: Administrative Assistant**

**Division Summary**

The \_\_\_Division of Family Practice (Division) is a local innovation in health care and part of a province-wide initiative designed to improve patient care, increase family physician influence on health care delivery and design, and enhance professional satisfaction for physicians. The Division is a non-profit society led by a Board of Directors.

**Accountability**

Reporting to the Board of Directors (or\_\_\_\_\_\_\_\_\_\_\_\_), the Administrative Assistant plays a vital role in the Division’s daily operations by maintaining professional, effective and efficient processes and procedures to support the mission, Board of Directors and Executive Director.

**Primary Duties and Responsibilities**

* Provide administrative support to the Board of Directors and the Executive Director.
* Provide scheduling and logistics for Board and committee meetings and member and public events, including venue, meals and travel as necessary.
* Prepare, assemble and distribute Board and committee meeting agenda, minutes and related materials in advance of meetings.
* Take minutes, maintain accurate records and follow-up on action items.
* Compose correspondence, reports, briefing notes, PowerPoint presentations and related documents, and assemble and coordinate production of Annual Report.
* Support communications with members and public through multiple avenues, including email, correspondence, website and advertising. Maintain Division website content.
* Support financial management by processing invoices, contracts, banking and related documents for approval and filing. Coordinate vendor services and contribute to annual budget and audit, preparations, as appropriate.
* Create and maintain efficient electronic and physical filing systems, and maintain Division, board, committee, staff and contractor contact lists.
* Provide timely and efficient response to inquiries from members, Board, committee members, staff and external stakeholders and the general public.
* Conduct research on various subjects at the request of the Executive Director.
* Perform general office duties as required.

**Required Qualifications**

* High school graduation plus related courses, such as business, administration and finance.
* 3 - 5 years related experience, preferably in the non-profit or healthcare sector
* Excellent interpersonal and relationship building skills with proven diplomacy and customer service orientation.
* Excellent verbal, written and organizational skills, and attention to detail.
* Proven experience with meeting scheduling and logistics, preparing and distributing materials, and taking accurate minutes.
* Experience with efficient office organization, including establishing and maintaining electronic and paper files.
* Experience with financial processes and procedures, vendor services, and annual budget and audit preparation.
* Able to perform multiple tasks, balance priorities and meet deadlines without close supervision.
* Able to work independently and as a member of the team.
* High proficiency in Word, Excel, Outlook, PowerPoint and Internet Explorer.

**Working Conditions:**

The full-time position requires that the Admin Assistant be available to work from Monday through Friday during regular working hours (flexible work scheduled can be negotiated).