**Job Description: Administrative Assistant**

**Division Summary**

The North Peace 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 cooperative led by a Board of Directors.

**Accountability**

Reporting to the Executive Director, 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.
* Project organization.
* 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, cooperative, 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.
* Ability to use a high degree of tact and diplomacy in working with others.
* Ability to work as an effective member of an integrated administrative team.
* High proficiency in Word, Excel, Outlook, PowerPoint and Internet Explorer.
* Experience in Sage 50 would be beneficial.

**Working Conditions:**

The part time or 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). You will be required to work 2 evenings per month, with the possibility of more depending on the schedule.