

## **Duties and Responsibilities**

The NMA is currently looking for a part-time Office Administrator to join their team starting September 1st, 2018. Working alongside the Executive Director the Office Administrator will be responsible for;

- Assist as required in the day to day operations of the Association
- Under the direction of the Executive Director input the Association's financial accounts payable/receivable, ensuring appropriate accounting practices are being adhered to; as required prepare invoices, reconcile bank statements and assist in preparation of monthly financial statements.
- Shall attend monthly Board meetings, record meeting minutes, distribute draft minutes and agendas as directed;
- Shall assist in the development and maintenance of the Associations membership database; membership development and membership application process;
- Shall assist with the NMA events as required, including but not limited to the annual Golf Tournament, Tri-Association Conference, Annual General Meeting, Focus Groups and Speaker Series.
- Shall assist in the administration of funding programs as required.
- Strive to provide a positive, professional image to the public and promote the mandate of the Association;
- Adhere to high standards of ethical behaviour and demonstrate his/her understanding that his/her personal actions impact the public's perception of the Association; and
- Perform other duties as may be assigned by the Executive Director.

## **Skills, Knowledge and Abilities**

The successful candidate will possess the following;

- Post Secondary degree or diploma in Business, Administration or related field preferred;
- Experience as a Receptionist and/or Administrative position required;
- Advanced computer skills including Internet Research, Email, Word, Excel, QuickBooks; experience in Access would be an asset;
- Clear verbal and written communication skills;
- Ability to work independently;
- Organizational and time management skills;
- Assertive, inquisitive, flexible and adaptable;
- Problem solving skills;
- Valid and satisfactory Police Records Check and 'G' drivers license with access to vehicle.