

## **ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

### **OPEN ARMS MISSION OF WELLAND**

Open Arms Mission is a nonprofit faith based; volunteer driven organization focused on elevating the effects of food insecurity in our community and beyond. Open Arms Mission has been invested in the community for over 30 years.

#### **Compensation**

Salary will be determined by experience and qualifications. Salary range \$15.50 - \$.19.00/ hour.

#### **General Purpose**

Perform a wide range of administrative and office support activities for the Organization and/or managers and supervisors to ease efficient organization operation.

#### **Main Job Tasks and Responsibilities**

- answer, screen and document inbound phone calls
- receive and direct visitors and clients
- general clerical duties including photocopying, fax and mailing
- maintain electronic and hard copy filing system
- retrieve documents from filing system
- handle requests for information and data
- resolve administrative problems and inquiries
- prepare written responses to routine inquiries
- prepare and change documents including correspondence, reports, drafts, memos and emails
- schedule and coordinate meetings, appointments and travel arrangements for managers or supervisors
- prepare agendas for meetings and prepare schedules
- record, compile, transcribe and distribute minutes of meetings
- open, sort and distribute incoming correspondence
- verify data and correct data where necessary
- obtain further information for incomplete documents
- combine and rearrange data from source documents where needed
- transcribe information into required electronic format
- scan documents into document management systems or databases

- tasks as outline by supervisor

### **Education and Experience**

- completion of Secondary School Diploma or higher
- computer skills and knowledge of relevant software i.e., Microsoft Office
- knowledge of the operation of standard office equipment.
- knowledge of clerical and administrative procedures and systems such as filing and record keeping
- knowledge of principles and practices of basic office management

### **Key Competencies**

- communication skills - written and verbal
- planning and organizing
- prioritizing
- problem assessment and problem solving
- information gathering and information monitoring
- attention to detail and accuracy
- flexibility
- adaptability
- customer service orientation
- teamwork
- Confidentiality

Please send your resume and cover letter to  
daniel.h@openarmsmissionwelland.com