



Senior Administrative Assistant

Full-Time (30-37.5)

Accessible Housing opens doors for people with limited mobility to enhance dignity through accessible homes that are appropriate and affordable. By providing a continuum of housing and supports, we work to ensure that everyone has a home and belongs in community.

Job Overview:

Reporting to the Director of Human Resources, the Senior Administrative Assistant is an important face, and the voice of the organization, providing a welcoming presence to each person who comes into contact with Accessible Housing.

We are looking for a committed self-starter who is energetic, displays exceptional customer service skills, highly organized, a resourceful forward thinking person who is able to keep the office running in an efficient and effective manner while providing a high level of administrative support to the organization and who especially loves to be involved in a variety of tasks.

Duties and Responsibilities:

- Effectively receives and handles inquiries into Accessible Housing programs and services, as well as inquiries into the various affordable and accessible housing options in Calgary, referring as needed both internally and externally, and tracking all such inquiries.
- Perform administrative functions for the office including phone, email correspondence, couriers.
- Trouble shoot and maintain office equipment, contacting service technicians as required.
- Responsible for appearance and functionality of office space including reception, board room, kitchen and supply and storage area.
- Responsible for routine office management duties including but not limited to sourcing and purchasing for equipment, supplies, and printing within budget.
- Provides a range of administrative and organizational support to the Executive Director, and members of the Executive Leadership Team as needed.
- Effectively and accurately prepares professional communications including confidential correspondence, letters, memos, meeting agendas, meeting minutes, presentations and reports utilizing various word processing, data entry, spreadsheet, and software packages, including the creation of files, graphical images, tables, and databases.
- Organizes logistics and provides administrative support for all Staff and Board Committee meetings including the co-ordination of agendas and the distribution of materials
- Assists with maintaining electronic and paper filing systems for a variety of Society documents, records, and contracts and also manages annual archiving activities.
- Track, record and reconcile all donations received using software chosen by the organization.
- Provide support in finance, including filing and banking.
- Assist with event planning and corporate communication (such as Corporate groups, Casino, Marathon, etc).
- Other duties as assigned.

Qualifications and Experience:

- 5 years related work experience in an administrative capacity, including responding to client inquiries.
- Post-secondary education in Business Administration or similar education, considered an asset.
- Proficient in all Microsoft Office suite applications.
- Experience working with Board of Directors.
- Experience in event coordination/management.
- Experience working with people who are vulnerable and marginalized considered an asset.

Skills and Abilities

- Understanding of and commitment to confidentiality.
- Strong administrative and organizational skills.
- Excellent spoken and written English language skills.
- Excellent computer skills; proficient with word processing, spreadsheets, and other computer software including Microsoft Office.
- Proven commitment to the values of community, leadership, empowerment and compassion.
- Comfortable working independently or in a team.
- Positive attitude.

Working Conditions

- This is primarily an office based job, with limited travel. A driver's license is helpful but not required.
- This is a full-time (30-37.5 hours per week) permanent position with the understanding that flexibility in their schedule may be required to meet needs.

Physical Requirements

- This position may require some light to moderate lifting, up to 50lbs.

Application Information

If you are looking for a rewarding career at a growing organization, please apply with your resume and cover letter and cite **Administrative Assistant** in the subject line. Applications can be sent to resume@accessiblehousing.ca

Only those selected for an interview will be contacted.

Closing Date for Applications: Until a suitable candidate is found.

Accessible Housing employees enjoy competitive compensation, extended health and dental benefits, a matching RRSP after one year of service, an accelerated schedule for earning additional vacation days, your birthday off, and a flexible work environment.