## BUSINESS ADMINISTRATIVE ASSISTANT

**Get to know us:**

[Organization Name] is a national, customer-focused, and evolving company that provides medical services for sporting games, concerts and festivals, tv and film productions and a host of other events. We are a fun and fulfilling place to work and believe our staff and technology are the driving forces behind our success.

We encourage our staff to think and act like entrepreneurs and in return, we offer a healthy work-life balance, exciting and innovative projects, opportunities to advance your career and a competitive total rewards package. You will have the opportunity to work offsite at exciting events on occasion.

Give us your best and we will give you ours!

**The Role:**

[Organization Name] is looking for a keen and enthusiastic person to join our team from [Insert Time Frame]. The Business Administrative Assistant will be the first point of contact for clients, guests and the public and is responsible for delivering exceptional client service and office administration support. The successful incumbent will oversee calendar scheduling, prioritizing and coordinating daily work assigned by the management staff, preparing and processing correspondence, reports, minutes and presentation, tracking and monitoring project and program activities, maintaining files, and managing incoming and outgoing communications via mail and electronic media.

Specifically, this role:

* Provides support to the Executive Director and other staff members by preparing letters, spreadsheets, forms, etc.
* Sorts and delivers incoming mail, scans documents and sends faxes.
* Organizes travel itineraries and staff meetings, prepares agendas and schedules, takes minutes and ensures all materials are distributed to participants.
* Assists in the maintenance and monitoring of our staffing and recruitment software.
* Completes purchase orders and cheque requisitions and obtains the appropriate authorizing signatures.
* Compiles statistical and other data to prepare reports and documents related to services provided.
* Responds to inquiries or requests for information from colleagues, management, clients and the public.
* Answers incoming calls regarding emergency situations, triages and refers to appropriate staff members.
* Reviews and updates office policies and procedures.
* Monitors and orders office supplies when needed.
* Provides back-up support to other positions, as required.

**Key Qualifications:**

The successful incumbent will have a degree or diploma in Business Administration or Human Resources (or is currently enrolled). The best fit for this position is someone who is reliable, hardworking, and shows initiative. A good sense of humor never hurts either! Previous experience in an office environment is an advantage.

The successful incumbent will demonstrate excellent oral and written communication skills, computer literacy and is comfortable using MS Word, MS Excel, GSuite, SmartSheet, and Jotform. Familiarity with Quickbooks is an advantage.

[Insert any other qualifications]

**Application Process:**

[Organization Name] is an innovative, responsive, and accountable company, striving to be diverse, inclusive, accessible, respectful and equitable. We encourage and welcome applicants from underrepresented groups (Indigenous, racialized and persons with disabilities) to apply. If you require disability-related accommodation, please call us at [insert phone number] or email [insert email].

Please apply online by [Insert Application Closing Time] on the closing date indicated below. We thank all candidates for their interest, however, only those selected for an interview will be contacted.

Job Type: [e.g. Seasonal, Part-time, 32 hours per week, Monday to Friday.]

Location: [insert], [Remote/Hybrid/Onsite?]

Wage: [Insert Wage]

Closing Date: [insert]