JOB DESCRIPTION

| **Title** | ADMINISTRATIVE SECRETARY |
| --- | --- |
| **Reports To** | [insert title] |

**Job Purpose**

The Administrative Secretary at [organization name] plays a pivotal role in supporting the Office Manager, ensuring the smooth operation of our office through a variety of administrative tasks. With a strong foundation in accounting and possessing bilingual capabilities, this individual will handle financial documentation, communicate effectively with diverse clients, and manage day-to-day office responsibilities.

The Administrative Secretary will maintain and organize office records, manage the [insert title]’s calendar, and contribute to the overall efficiency and effectiveness of our team. This position requires a proactive approach, excellent time management skills, and the ability to prioritize tasks in a fast-paced environment.

**Duties and Responsibilities**

* Handle a variety of administrative tasks, including:
	+ Managing incoming and outgoing communications,
	+ Scheduling appointments, and
	+ Maintaining office supply inventory.
* Utilize accounting knowledge to assist with financial documentation, invoicing, and budget tracking.
	+ Additional duties related to the retention of financial records.
* Provide bilingual support, ensuring clear and effective communication with both English and French-speaking clients and internal and external stakeholders.
* Maintain and organize office records, ensuring all documents are stored securely and are easily accessible.
	+ Ensure the destruction of confidential records, following the retention schedule.
* Assist the Office Manager in preparing reports, presentations, and other necessary documentation.
* Coordinate and manage the Office Manager’s calendar, ensuring efficient time management and scheduling.
	+ Complete travel arrangements as required.
* Greet visitors and direct them to the appropriate personnel, providing a welcoming and professional first impression.
* Perform other related administrative duties as required.

 **Qualifications**

* An associate's degree in business administration or accounting is an asset.
* Secondary school or General Education Diploma (GED) is required.
* A minimum of X years of experience working in an administrative position with accounting or operational tasks.
* A combination of education and experience will be considered.
* Bilingual proficiency in English and French is required.
* Strong understanding and proficiency with office organization software (Office 365, Zoom, etc.).

 **Core Competencies**

* Excellent time management skills and ability to prioritize tasks.
* Strong attention to detail and proofreading skills.
* Professional written and verbal communication skills in both English and French.
* Resourceful, flexible, and adaptable.
* High degree of common sense and initiative for problem-solving.
* Excellent organizational and planning skills.
* Excellent communication skills, both written and verbal.

 **Working Conditions**

* The standard work week for this position is [insert #] hours.
* The standard business hours for this position are[insert core hours].
* Overtime may be required.
* This position is based in an office environment.
* May require facing screens, and using phones for extended periods of time.