



## **ADMINISTRATIVE ASSISTANT – PERMANENT, FULL-TIME**

Grey Sauble Conservation Authority is seeking to fill the position of Administrative Assistant

### **Who are we?**

Grey Sauble Conservation Authority (GSCA) is one of Ontario's 36 conservation authorities dedicated to protecting, restoring and enhancing our local natural environment. GSCA is a community-based environmental agency which owns and manages 11,734 hectares (28,995 acres) of some of the most scenic and environmentally sensitive lands in Ontario. For over 60 years, GSCA has been offering local renewable natural resource programs and services to its watershed municipalities and landowners. We care for the five major watersheds and several lake fringe watersheds within Grey and Bruce Counties. We are inspired to make a difference and we work to inspire a strong appreciation for nature within our communities.

### **Who are you?**

You are a dedicated and enthusiastic individual with a desire to support a positive client experience at GSCA. You are interested in being a key member of the Administration Team and can handle a range of office activities including organizing and supervising the routine functions of the office. You are highly organized, with great attention to detail. You possess an outgoing personality that allows you to work effectively with multiple partners, stakeholders, and team members. You want a career that allows you to make a difference in your community.

### **Why work for us?**

GSCA's Administrative Office is situated on over 200 hectares of natural wilderness, complete with over seven kilometres of hiking trails and one of southern Ontario's most magnificent waterfalls. We offer competitive public sector pay; excellent employee benefits program; and enrollment in the Ontario Municipal Employees Retirement System (OMERS) pension fund. Joining GSCA means that you will be part of a small, friendly, and closely-knit team. You will have direct access to the support and extensive knowledge of these individuals who share common goals and a passion for nature.

### **Summary of Functions**

The Administrative Assistant is a key member of the Administration Team. This position handles a range of office activities and is engaged in organizing and supervising the routine functions of the office. This position provides assistance and support to management, the Board of Directors, clients, visitors, and guests and is often the primary contact for clients calling and visiting the GSCA office.

### **ELIGIBILITY REQUIREMENTS**

- Graduation from a post-secondary institution in business administration, human resources, management or another administration related field. Suitable related experience may be considered in lieu of post-secondary education.
- Minimum of four years of experience in office administration with a strong knowledge of office operations and technology.
- Proficiency with using email, Microsoft Office Suite, and Adobe Acrobat or PDF

#### Exchange Editor

- Must be familiar with legislation regarding confidentiality, including MFIPPA and FIPPA.
- Excellent and effective oral and written communication skills, including the ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Ability to prioritize and manage conflicting demands
- Ability to respond quickly in a dynamic and changing environment
- Ability to type 60 words per minute
- Superior telephone manners and strong interpersonal skills

#### SUMMARY OF MAJOR TASKS

- Provide administrative support to the Chief Administrative Officer
- Provide administrative support for GSCA's various departments
- Coordinate the Board of Directors, committees, and other meetings
- Transcribe and distribute meeting minutes
- Provide management and oversight of general office functions
- Organize, maintain, and coordinate office records and files.
- Act as a first point of contact and provide general information to staff, clients, and the public relating to their questions, concerns, or suggestion.
- Supervises casual office staff, students (when required) and office custodians, including periodic tendering for custodial contracts.

#### ADDITIONAL INFORMATION

This position works 35 hours, Monday to Friday with occasional evenings and weekends required. A full listing of the position requirements and responsibilities is available on Grey Sauble Conservation Authority's website: [www.greysauble.on.ca](http://www.greysauble.on.ca)

**Starting salary:** \$ \$49,480 plus benefits

**Forward resume by 4:30pm on September 8, 2020 to:**

Grey Sauble Conservation Authority  
237897 Inglis Falls Road  
Owen Sound, ON N4K 5N6  
Email: [jobs@greysauble.on.ca](mailto:jobs@greysauble.on.ca)

**Both a resume and cover letter are required. Please quote "Administrative Assistant" on resume and cover letter. Resumes/letters submitted electronically must be submitted in pdf format.**

Anticipated Start Date: October 5, 2020

We thank all applicants for their interest. However only those selected for an interview will be contacted. No phone calls please. Late applications will not be considered.

GSCA is an Equal Opportunity Employer. In accordance with AODA (Accessibility for Ontarians with Disabilities Act, 2005), GSCA will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If you require disability – related accommodations, please inform GSCA Administrative staff. All personal information is collected under the authority of the municipal Freedom of Information and Protection of Privacy Act.

**GREY SAUBLE CONSERVATION AUTHORITY  
JOB DESCRIPTION**

**JOB DESCRIPTION: Administrative Assistant**

**Purpose of Position:**

The Administrative Assistant is a key member of the Administration Team. This position handles a range of office activities and is engaged in organizing and supervising the routine functions of the office. This position provides assistance and support to management, the Board of Directors, clients, visitors, and guests and is often the primary contact for clients calling and visiting the GSC office.

**Reporting Relationship:**

Reports to the Chief Administrative Officer

**Job Requirements:**

**a) Education, License(s), and Accreditation**

- Graduation from a post-secondary institution in business administration, human resources, management or another administration related field. Suitable related experience may be considered in lieu of post-secondary education.
- Minimum of four years of experience in office administration with a strong knowledge of office operations and technology.

**b) Technical Knowledge and Experience**

- Proficiency with using email, Microsoft Office Suite, and Adobe Acrobat or PDF Exchange Editor
- Must be familiar with legislation regarding confidentiality, including MFIPPA and FIPPA.
- Proficiency and experience recording meeting minutes in a fast and accurate manner.

**c) Skills**

- Attention to Detail
- Client/Customer Focus
- Excellent and effective oral and written communication skills, including the ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Highly Organized
- Effective planning and time management skills
- Ability to adapt to new technology
- Ability to prioritize and manage conflicting demands
- Ability to respond quickly in a dynamic and changing environment
- Ability to type 60 words per minute
- Ability to work individually as well as part of a team
- Strong writing, editing, and proofreading skills
- Superior telephone manners and strong interpersonal skills

## **Responsibilities:**

### **1. Provide support for the Chief Administrative Officer (10%)**

- At the request of the CAO, assist with calendar management and meeting coordination.
- Prepare travel schedules, book travel arrangements, and make reservations for senior management and executive staff.
- Prepare, review, and/or edit various forms of correspondence such as letters, invoices, presentations, publications, and reports, as requested by the CAO.
- Assist in the compilation of data for various reports.
- Review all documents, reports, and correspondence prepared for executive or management signatures for format, content, grammar, and spelling; make edits as necessary.

### **2. Coordinates the Board of Directors, Committee, and Other Meetings (30%)**

- Coordinates Board of Directors and committee meeting calendars.
- Responsible for the drafting and circulation of meeting agendas with input from the CAO and/or relevant Departmental Manager.
- Transcribe and distribute meeting minutes.
- Responsible for preparation and circulation of supporting documentation for Board of Directors and committee meetings, such as the Board Meeting Package, committee meeting packages, and other follow up materials.
- Prepares staff reports for the board on topics related to the scope of the position.
- Attends and provides administrative support to the Grey Sauble Conservation Board of Directors and other committees, including the recording of meeting minutes.
- Prepares and distributes draft highlights and minutes and maintains up to date meetings and minutes documentation, including electronically and online.
- Ensures that motions of the Board of Directors are accurately recorded in the Board Motions Database, or similar approved format.
- Ensures outcomes from Board of Directors meetings are promptly communicated to staff.
- Maintains summaries of Director attendance at meetings, work requested by the Board and the status of such work, and items needed to be included in future Board agendas.

### **3. Staff Support and General Office Management (30%)**

- Present a positive and professional image of the organization when interacting with employees, clients/customers, visitors, and other external stakeholders.
- Planning, co-ordinating, preparing, formatting, compiling and editing, correspondence for staff, and receive and distribute incoming mail.
- Carry out a wide variety of administrative and co-ordination activities including organized records management (in liaison with the relevant manager), meeting room bookings, correspondence, memoranda and reports, some of which are sensitive and confidential.
- Organize, maintain, and coordinate office records and files.
- Filing, scanning, and updating of files for the Authority.
- Accurately and appropriately file correspondence, invoices, and receipts.
- Maintain a high level of confidentiality in all interactions and with all materials.
- Manages building security system with alarm company, including adding and removing staff and maintaining confidential listing of all password codes.

- Maintain and monitor office supply inventory levels; place orders as required; and arrange for servicing of office equipment.
- Responsible for procuring and managing the postal support as necessary.
- Responsible for maintaining the voice mail system and liaison with the telephone company(ies). Any physical changes made in liaison with the Operations Manager.
- Responsible for monitoring that staff who went into the field have returned to the office at the end of the day and to alert the appropriate Manager and/or the CAO of any issues.
- Photocopy and/or copy and organize documents for distribution, mailing, binding, and filing.
- Administer and manage inbound and outbound mail, including priority post, packages, courier services, and other correspondence.
- Act as a first point of contact and provide general information to staff, clients, and the public relating to their questions, concerns, or suggestion.
- Answer telephone and electronic inquiries and relay telephone calls and messages.
- Refer and/or redirect calls, emails, or visitors as required.
- Supervises casual office staff, students (when required) and office custodians, including periodic tendering for custodial contracts.
- Assist with the coordination of the logistical aspects of departmental programs such as meetings, seminars, workshops, special projects, and events.

#### **4. Community Relations and Education Support (5%)**

- Communicates with all departments. Provides public information and responses in person and on the phone. Deals with complaints and concerns from the public and forwarding them to appropriate staff/departments.
- AODA support for clients, such as help with filling out forms.
- Coordinates and organizes various special events for the Authority, in consultation with appropriate staff and/or Department leads.
- Assisting with educational and community relations program registration and payment (ie: day camp, hikes, etc.)

#### **5. Lands Department Support (5%)**

- Reserving Authority pavilions and preparing the Special License Agreements for the rentals, ensuring the public is aware of the Authority policies and procedures, ensuring pavilion and dates are available for the event.
- Updating Agreements, including yearly trapping, snowmobile and ski trail and land lease agreements as they pertain to Authority property, in consultation with the Manager of Conservation Lands,
- Assisting public with inquiries regarding conservation areas, ski trails, travel information, etc.
- Manages in-office sales of season passes for GSCA Conservation Lands

#### **6. Forestry Department Support (5%)**

- Assigning numbers to and entering into data base Intent to Cut tree cutting applications.
- Assisting clients with their tree orders, payment of tree orders, and ensuring availability of GSC staff for tree order pickup.

#### **7. Planning Department Support (10%)**

- Respond to requests, either by phone or in person in assessing in which municipality the property to which the client is referring and route to appropriate planner.

- Assist clients with filling out forms detailing description and concerns/questions on properties on which they are inquiring and refer to appropriate planner.
- Make sure mailouts of permits/letters are sent out in an appropriate time.
- Expediate payments when credit card payments are phoned in and ensure both the property owner and planner to whom it pertains are advised of same.
- Ensuring that planning file folders are created and up to date.

**8. Other (5%)**

- Researches and prepares tenders, quotations, reports and RFPs for projects within the department responsibilities.
- Process goods and services payments made using credit card and/or debit.
- Preparation and issuing Conservation Ontario Pass Cards for GSCA staff and GSCA Board Members; and Season Passes for the Inglis Falls Arboretum Alliance and Grey Sauble Conservation Foundation Board of Directors.
- Responsible to work safely in compliance with all GSC Health & Safety Policies.
- Other duties as assigned appropriate to the responsibilities of the position.

**Working Conditions:**

Works in the Administration Centre.

Some schedule adjustments are required to finish priority assignments, accommodate meetings, etc. outside core working hours.

**Contacts:**

Regular contacts with authority staff, the general public, the Board of Directors, GSC Committee members (e.g. Foundation and Arboretum Alliance), county and local municipal staff, other government agency staff, partners and stakeholders.

Revised: August 24, 2020