

Administrative Assistant

- Seasonal Full Time from April to November
- 35-44 hours per week
- Reports To: GM/ Golf Operations Manager

An Administrative Assistant is a supportive role in an office. They are responsible for managing and distributing information among their co-workers, answering phones, and doing other administrative work. We are looking for a responsible Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities. Administrative Assistant responsibilities include making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Word & MS Excel and office equipment. If you also have previous experience as a Secretary or Executive Administrative Assistant and familiarity within our industry, we'd like to meet you. Ultimately, a successful Admin Assistant should ensure the efficient and smooth day-to-day operation of our office.

ADMINISTRATIVE ASSISTANT RESPONSIBILITIES INCLUDE:

- Handling administrative requests and queries from senior managers
- Organizing and scheduling appointments with admin software
- Planning meetings and taking detailed minutes

RESPONSIBILITIES:

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

REQUIREMENTS & SKILLS:

- Good team player in a community environment
- Strong customer service
- Golf knowledge, an asset
- Basic marketing skills
- Strong interpersonal skills
- Proven experience as an Administrative Assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (Word and MS Excel and MS PowerPoint an asset but not necessary)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

Thank you for your interest in this position. Only those selected for an interview will be contacted.