

Administrative Assistant – Summer Term 2017 30 hrs per week

With a commitment to excellence in providing value to its 200+ membership through a portfolio of products and services, Selkirk Biz, the area Chamber of Commerce since 1901, has established itself as a strong resource and voice for the business community.

Selkirk Biz is seeking an individual to provide **Administrative Support** to the Executive Director in accomplishing the goals set by the organization in the areas of developing and marketing member programs and services while growing revenue and enhancing member loyalty through a solid value proposition.

The Candidate:

Under the direction of the Executive Director, this individual will be responsible primarily for the provision of administrative support services to the Selkirk Biz office. They are also responsible for a variety of tasks with a strong commitment to customer service and to teamwork.

Polished and professional in appearance and communications, the **Administrative Assistant** will assist in the planning of events and promotions, resources and programs, and maintain a high level of professionalism when dealing with stakeholder relations and the public. This individual will require the following qualifications:

- ✦ Current High School Student or current post-secondary student. ***Either must be enrolled in Full-time Academic studies for the fall of 2017***
- ✦ Related experience would be an asset
- ✦ Proficient in Microsoft Office, Outlook and other computer software
- ✦ Type 30 wpm
- ✦ Willing to learn
- ✦ Extremely organized
- ✦ Reliable and trustworthy
- ✦ Can work with little or no direction
- ✦ Ability to take initiative
- ✦ Remain professional in all circumstances

The Administrative Assistant will accomplish the following:

1. Provide administrative support to the Executive Director which may include, but is not limited to, managing incoming communication, screening calls and e-mail,

processing correspondence and responding to communication as required, organizing meetings, event planning, preparation for Board meeting, etc.

3. Provide administrative support to the various committees which may include, but is not limited to maintaining files, scheduling meetings, organizing events, maintaining project specific files, attending events.

4. Provide administrative support for the day to day operations of the office including administering and maintaining a confidential filing system; making bank deposits, data entry, bookkeeping entries, maintaining forms and files, preparing letters and memos.

6. Research vendors and obtain quotes for various business requirements as required.

7. Book venues and place orders for hospitality services for events as requested.

8. Communicate internally and externally to address administrative procedures and to promote objectives and services of Selkirk Biz.

The position is 30 hours per week, Monday to Friday, 9:00 am to 4:00 pm at \$12.00 per hour commencing June 5, 2017 to August 25, 2017. Availability to work Saturday, July 15 is mandatory and a day off (mutually agreed to) will be given in lieu. If you are reliable, efficient, productive and possess a passion for event planning, marketing, and member relations and can contribute to the continued growth of the Selkirk Biz, please forward a resume and cover letter by **May 9, 2017 at 4:00 pm** to:

Sheri Skalesky, Executive Director
Selkirk Biz
200 Eaton Ave
Selkirk MB R1A 0W6
sheri@selkirkbiz.ca

We thank you for your interest and application however only successful applicants will be contacted for an interview