



JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

POSITION TYPE: Full Time - 35 hours per week

REPORTS TO: Manager of Recreation and Community Services

DESCRIPTION

The Administrative Assistant is responsible for day-to-day office administration, program registration, payment processing and provides exemplary service to MHRD customers, contract instructors, staff, and Board of Directors.

Primary Role

- Serves as the primary MHRD receptionist (processes registrations and payments, answers and directs incoming calls, assists in-person customers, and replies to all web-based enquiries and general emails)

Secondary Responsibilities

- Performs clerical/bookkeeping duties.
- Provides administrative support for recreation programs and events
- Supports MHRD staff and contract instructors
- Manages office services
- Daily office upkeep

Knowledge & Ability

The Administrative Assistant must demonstrate the following skills:

- Excellent verbal and written communication skills
- Exceptional organizational skills and strong attention to detail
- Self-motivated, resourceful, and energetic
- Effective decision making and problem solving

- Ability to prioritize work, manage multiple projects, and work independently using sound judgment
- Ability to work with minimal supervision and in a team environment
- Ability to provide excellent customer service to public, community organizations, volunteers, and municipal partners

Qualifications, Education and Experience

- High School diploma
- Proficient in the use of Microsoft Office products (Word, Excel, Outlook, PowerPoint), and the demonstrated ability to learn new technology

Working Conditions:

- Travel using a personal vehicle is a requirement for this position.
- Work within MHRD office hours (8:30 am – 4:30 pm, Monday – Friday, excluding statutory holidays)