



Position: **Executive Assistant**  
Assignment: Full-time (four or five days per week, negotiable; minimum 30 hours per week)  
Pay Rate: \$36,750 – 44,750 per annum (based on minimum 37.5 hours per week)  
Start Date: September 22, 2014

**Summary:**

If you are ready to take your career to the next level and work for an organization that contributes to the Durham community, then this is the opportunity for you.

Abilities Centre is a 125,000 square foot, state-of-the-art facility that delivers sports, fitness, arts, research, education and life skills opportunities for people of all ages and abilities. Located in Whitby, just east of Toronto off Hwy 401 and next to the Whitby GO Station, we are fully accessible and easy to reach by car or public transit.

Since opening its doors in June 2012, Abilities Centre has fused barrier-free navigation and access with inclusive and innovative programs to become an International Centre of Excellence serving local, national, and international communities.

Reporting to the Executive Director (ED), the Executive Assistant is responsible for effective operations of the Centre's management and administration functioning, providing professional assistance to the ED in managing the daily routine business needs, and general organizational support for the management team, where timeliness, efficiency and quality are the hallmarks. The Executive Assistant is responsible for Board administration support, governance policy and records, physical space planning, furniture, office technology, vendor management and contracts, office reception, mail, courier and external printing arrangements. The Office Manager also assists in administering strategic initiatives and projects, supporting administrative functions within the Finance and HR areas, and delivering assistance and direction to other departments.

**Main duties:**

- Assist in Board administration such as scheduling, document distribution, meeting set-up, etc.
- Completing daily administrative duties including filing, phone and email correspondence
- Negotiate office supplier contracts, purchase equipment and furniture, and ensure that services are maintained at a very high level in order to meet the needs of management
- Manage expenses effectively with a focus on opportunities to reduce costs
- First point of contact for site emergencies during business hours
- Gather, coordinate and distribute key indicator and other strategic reporting
- Assist in new employee on-boarding by preparing resources and training related to general office administration (phones, copiers, printers, scanners, mail, office supplies, storage, filing, etc.
- Provide coordination and administrative support for production of communications materials, including forms, correspondence, reports, presentations, digital media, etc.
- Provide ED support by responding to enquiries, meeting requests, and serving as the first point of contact for line managers and employees, managing or escalating issues as necessary
- Proactively relay potential issues to ED
- Assist ED with implementing, communicating, updating, monitoring, reporting and evaluating regular activities, special initiatives and ad hoc projects
- Support Finance department by handling incoming/outgoing mail as well as maintaining a proper filing system



- Support HR department by performing duties associated with employee relations, generalist administration and special projects
- Maintain the appropriate level of professional knowledge, skill and ability, using all available sources, procedures and tools
- Cultivate a member-centred environment through exceptional customer service
- Establish rapport and maintain effective relationships with members, staff, volunteers and community partners
- Foster a work environment that values and encourages teamwork and empowerment

**Qualifications:**

- Bachelor's degree or College diploma in Business Administration or related field
- 2+ years experience in office management, office administration, and/or related field
- Understanding of management principles and office management practices
- Possess excellent communication skills and professional etiquette
- Excellent vendor management and negotiation skills
- Effective planning, organizing, and time management skills
- Ability to work independently and multi-task in busy office environment with specific timelines
- Dependable and effective decision making
- Experience in supplies ordering, inventory control, travel planning, an asset
- Knowledge of accessibility and accommodation issues an asset
- Proficient in use of Microsoft Office products, including Excel
- Able to learn new applications and techniques quickly and effectively, and dedicated to continuous learning
- Extremely trustworthy and capable of handling sensitive and confidential information
- Exceptional conflict resolution and collaboration skills
- Keen attention to detail, excellent interpersonal and relationship-building skills, with proven ability to establish rapport with people of diverse backgrounds
- Effective team player with positive attitude, interacting well with clients and employees
- Results oriented, shows great initiative, and able to work independently without close supervision

**Deadline:** September 12, 2014

The Abilities Centre is an Equal Opportunity Employer.

For immediate and confidential consideration, please email your cover letter and resume to [careers@abilitiescentre.org](mailto:careers@abilitiescentre.org), citing job title in the subject line of your response.

We thank all who apply, however only those selected for an interview will be contacted.