

## ***Job Description – Administrative Assistant Development Office and Diocesan Administration***

### ***General Statement***

The Administrative Assistant provides secretarial and administrative support to the Director of Finance and Administration (DFA), the Development Office and the Diocesan Properties Manager (DPM). The incumbent will also be expected to act as back-up front desk attendant (substitute during lunch and when the front desk attendant is on leave).

### ***Specific duties***

- Provide daily secretarial and administrative support to the DFA and DPM
- Screen calls and respond to requests for information and various inquiries on own initiative, refer mail, email and telephone inquiries to appropriate sector for DFA and DPM
- Provide administrative support for the Planned Giving Program, Estate Planning and the Archbishop's Annual Charity Dinner
- Keep fundraising data up to date and prepare receipts for income tax purposes
- Assist the Accounting Department with various tasks
- Type documents, letters and memos as requested; responding to routine matters on own initiative and preparing a first draft response for review and approval by the DFA or DPM
- Keep track of action items and following up on outstanding items
- Draft and prepare agendas or invitations, as well as pertinent documents for the College of Consultors for review and approval by the DFA
- Record and transcribe minutes for the College of Consultors
- Draft and prepare polling requests to be sent to the College of Consultors; draft replies to be sent to parishes for DFA's approval and signature
- Transcribe correspondence and other documents from dictation or notes
- Coordinate all logistical aspects of meetings (reserves meeting rooms, coordinate room set-ups, order meals when needed, assemble pertinent documents and materials and forward them to Committee members
- Provide support to the DPM by drafting correspondence and notices to tenants of the Diocesan Centre, the Archbishop's Residence, the John Paul II Residence, 101 Parent and 95 Parent, dealing with property related issues (e.g. emergency situations, alarm testing, elevator repairs, carpet and window cleaning, etc.)
- Act as back-up front desk attendant (replacement at lunchtime and when front desk attendant is on leave), which includes answering incoming phone calls for the Diocesan Centre in a courteous and professional manner; welcoming visitors and advise the pertinent staff member of their arrival; distributing the mail to the Diocesan Centre employees in their respective mail boxes; prepare outgoing mail; coordinating on-line reservation system for meeting rooms; coordinate courier requests
- Add postings to the diocesan web site as directed by the DFA in collaboration with the Communications Office
- Assist with the preparation and distribution of reports and presentations
- Update and maintain various lists and binders (Tenants List, Contracts with Suppliers, Chart of Contractors, etc.)
- Research various issues when requested
- Make photocopies, send faxes and scan documents
- Handle outgoing mail, e-mails and faxes; prepare packages to be sent by regular mail or by messenger
- Such other responsibilities, connected to Diocesan Administration, as directed by the DFA and DPM

## **Qualifications**

- Knowledge of the Roman Catholic Church
- Fluent communication skills, both verbal and written, in English and French
- Five or more years of administrative support experience
- Knowledge of office techniques and basic accounting principles
- Diplomatic, tactful and discrete in dealing with the public
- Superior telephone manners and strong interpersonal skills
- Ability to work in collaboration with others
- Superior typing skills and advanced knowledge of MS Office Suite, particularly Word, Excel, Outlook and PowerPoint. Knowledge of ProDon and Adobe Acrobat Professional would be assets.
- Recent clear Canadian Criminal Records check or Canadian Federal Government security clearance

*Candidates will be required to undertake a web-based assessment of their grammatical, bilingual and technical competency as it relates to the position.*