



ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

MISSION

August 2017

The Administrative Assistant (AA) position is a full-time temporary 3-month position, beginning in September with the possibility of extension.

Reporting to the Director of Operations, the AA will have some administrative experience. The primary responsibilities of the AA are to support the President with administrative tasks and in sales and marketing; and to support project/conference teams in the planning of events.

The AA will prepare correspondence, mail merges, schedule appointments, and answer phone calls and email. Specific to the sales and marketing function of the company, the AA will conduct background research, data entry, prepare and maintain lists, coordinate client functions and other activities related to the overall sales efforts.

A small portion of the AA's time will be to support the Conference Management teams in the planning and implementation of events. Responsibilities will include coordinating name tags and delegate packages, preparing onsite supplies, managing internal rental equipment inventory, shipping, working on-site, and other aspects of planning as required.

The AA enjoys working in teams, has excellent communication and data management skills, and thrives in a fast-paced environment where many projects are being planned simultaneously. This position is based in Edmonton, with some travel required.

ACCOUNTABILITIES

Effective and professional communication, both verbal and written, at all times.

Administrative Support

- Preparing correspondence
- Schedule appointments
- Phone calls and emails
- Managing files
- Client hosting
- Other duties as may be assigned

Sales and Marketing Support

- Updating the sales pipeline using BUKSA's CRM system
- Assisting in preparing quotes and proposals
- Maintain contacts databases
- Draft correspondence
- Prepare and distribute promotional materials
- Research background information

Project Support

- Drafting and maintaining process documents
- Processing sponsor and registration payments and updating databases
- Preparing and researching contact lists
- Collating evaluations and survey results
- Answering phones, responding to phone and email enquiries
- Preparing, printing and coordinating the stuffing of name tags and packages
- Organizing supply boxes and shipping
- Execute events on-site, travel to event destination, and prepare materials, equipment and schedules.
- Supporting project managers as required
- Other duties as may be assigned.



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KEY COMPETENCIES

August 2017

Communication, written & oral	Attention to Detail	Initiative	Accuracy
Stress Management	Integrity	Team Player	Adaptability and Flexibility
Self-Awareness	Personal Presentation	Judgement/ Decision Making	

OTHER REQUIREMENTS

- Experience with Microsoft Office (Word, Access, Outlook, PowerPoint and Excel) and databases
- Driver's license and own vehicle an asset
- Some travel required
- Excellent written and verbal communication
- Superior data entry and organizational abilities
- French speaking and writing abilities considered an asset
- Ability to actively and consistently represent the values and goals of the company

Compensation TBD based on experience

Start Date September 5, 2017 or ASAP

APPLICATIONS

To apply, complete the Career History Form on the BUKSA website (www.buksa.com/Careers), and email it along with a cover letter and resume to careers@buksa.com by **Friday, August 18, 2017**.

Applications submitted without the Career History Form will not be considered. Only applicants selected for an interview will be contacted.

We look forward to hearing from you!