

## JOB DESCRIPTION – NHCA ADMINISTRATOR (Temporary)

### Main Functions

The Administrator (Temporary) covers for the Administrator, who ensures the efficient day-to-day operation of the office and supports the work of the Executive Director, NHCA Board and Committee Coordinators.

### Position within the Organisation

The Administrator (Temporary) is directly managed by the Executive Director.

### Duties and Responsibilities

- Answer general phone inquiries using a professional and courteous manner and relay phone messages to the appropriate staff, Committee or Board members.
- Reply to general information requests with accurate information; pass on enquiries to relevant staff, Committee or Board members where appropriate.
- Greet clients/suppliers/visitors to the organization in a professional and friendly manner; ascertain the nature of their business with the NHCA and help where possible or redirect to the appropriate staff, Committee or Board member.
- Use computer word processing, spreadsheet and database software to prepare reports, memos and documents.
- Provide administrative and clerical support to NHCA employees, Committee or Board members.
- Sort incoming mail, faxes, and courier deliveries for distribution and/or filing, in the absence of the Administrative Assistant(s).
- Prepare and send outgoing faxes, mail and courier parcels.
- Read all incoming emails and answer or forward to the appropriate staff, Committee or Board members.
- File emails and paperwork according to the established procedures.
- Check voice mail daily and reply or relay to the appropriate staff, Committee or Board members, in the absence of the Administrative Assistant(s).
- Ensure basic office supplies are always available.
- Ensure the membership process is completed in a timely manner; help to ensure the accuracy of the NHCA's membership database, process membership requests and mail out new membership cards and renewals.
- Maintain assigned office, program and event records, files and databases.

- Prepare, key in, edit and proofread correspondence, invoices, presentations, brochures, publications, reports and related material using computers.
- Ensure payments for regular monthly advertising in the NEN is completed in a timely and accurate manner; prepare invoices for advertising and sponsorship; process payments.
- Take payments for advertising, memberships, programs and events when required. File accurately coded payment records in the current accounting period folder for the book-keeper.
- Coordinate and maintain financial records and reports for the book keeper and Treasurer.
- Assist in the coordination and booking of meetings and activities of the volunteer Board and committees.
- Maintain manual and computerized information filing systems.
- May compile data, statistics and other information and may conduct research, when required.
- Any and all other administrative duties as required by the position.

### Working Conditions

The Administrator (Temporary) will be required to work 25 hours per week, from Monday to Friday during normal, advertised NHCA office opening hours (10:00am - 3:00pm). The Administrator (Temporary) will be employed on a short-term contract to cover leave by the Administrator, for a minimum of 6 weeks, to a maximum of 12 weeks.

Staff are not expected to work public holidays or during times when the NHCA office is closed. However, the Administrator (Temporary) may be asked to work overtime during busy periods, with paid compensation at the current hourly rate for the individual employee. This is not mandatory. Notice of two weeks will be required for any holiday cover. Sickness cover will necessarily be on an ad-hock basis.

Staff members are required to adhere to a business casual dress code, except when helping out at events / with programs, during which staff may be required to wear an NHCA Volunteer t-shirt or other apparel appropriate to the tasks.

Working conditions will adhere to the Alberta Statutes and Regulations for Employees.

All required training will be provided free of charge to permanent employees, as determined necessary by the Executive Director.

### Employment Requirements

- High school diploma or international equivalent.
- Post-secondary education in business, computers, secretarial or administration.
- Minimum of 3 years administrative experience.
- Proficient spoken and written English.
- Experience in the not-for-profit industry, or as a community volunteer is an asset.
- Punctual, meticulous and reliable.
- Courteous manners with the public, other staff, Committee and Board members.

- Proven ability to work under pressure to time constraints.
- Proven ability to multitask in a busy, office environment with frequent interruptions.
- Ability to self-manage workload with time-management skills.
- Ability to self-prioritize workload.

## Wages

- \$16.00 - \$18.00 per hour, depending on experience.
- The NHCA will pay holiday pay of 4% on top of the hourly rate for hours worked.
- All payments will be made semi-monthly by direct deposit.
- Childcare is not provided.