



### **ADMINISTRATIVE ASSISTANT - ECONOMIC DEVELOPMENT**

**STATUS:** Part-time (10-15 hours per week, two or three days per week)

**CLOSING DATE:** July 23, 2010

**DESIRED START DATE:** August 23, 2010

**JOB TITLE:** Administrative Assistant

**COMPANY:** The Pitt Meadows Economic Development Corporation (PMEDC)

The Pitt Meadows Economic Development Corporation is an independent organization responsible for business services including business retention, business recruitment, marketing and job creation in partnership with the City of Pitt Meadows.

**REPORTS TO:** the PMEDC CEO

**NATURE AND SCOPE OF THE WORK:** This non-union position will perform a wide variety of responsible and confidential administrative and clerical duties in support of the Pitt Meadows Economic Development Corporation (PMEDC), Board and CEO. Under supervision performs duties that require considerable initiative and tact, maturity and independent judgment. Many activities will require coordination with the City of Pitt Meadows various departments and other government and private agencies. There are times when the incumbent will be working alone, so they will need a high degree of assertiveness and confidence to ensure that customers are informed on what the role of the Corporation is and where PMEDC can assist. Independence of action and judgment is exercised in the day-to-day activities and within the framework of established procedures. The work will often involve taking care of implementation details, reporting and wrap-up details on projects and grants therefore strong organization and project planning skills will be required.

**IMPORTANT AND ESSENTIAL DUTIES:** Acts as the key individual responsible for administrative support to the PMEDC, the Board and CEO. Some support to tourism initiatives may also be required as directed by the CEO. Attends PMEDC Board of Director meetings. Coordinates business meetings, outreach programs, creates agendas, and takes minutes at the meetings. Meetings may be early morning or early evening approximately once per month for approximately two hours. Keeps track of information, databases and programs on spreadsheets and various software programs. Verifies accuracy of billings and ensures that budget reports from the City match PMEDC records. Updates and maintains policies and procedure manuals for PMEDC. Monitors contracts and grants to ensure that reporting is completed accurately and on schedule. Is the front line person to receive the public inquiries in person, on the phone, and by e-mail. Composes edits and distributes correspondence from oral or written instruction to established guidelines. Creates layouts for various communication mediums, edits and distributes them. Supports website maintenance and social media communication. Oversees the ordering of supplies to purchasing standards. Supports the day-to-day work of the PMEDC CEO with scheduling, travel, supporting written communication and managing contacts. Coordinates mail pick up

and distribution. Manages and administers project and program files. Reviews, develops and recommends office procedures that will increase efficiency. Performs other related duties as requested.

#### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

**Knowledge of:** Office terminology, practices, and procedures including filing systems, receptionist and telephone techniques. Business letter and report writing format with correct English grammar, spelling, punctuation and arithmetic. Understanding of common office machines and equipment.

**Skill in:** Efficiently operates a word processor, telephone, fax, printer and other standard office equipment to perform the essential duties of the position. Proficient in word processing, spreadsheets, PowerPoint, presentations, publisher and Office Outlook. Knowledge of contact management software is an asset. Knowledge of graphic layout software an asset.

**Ability to:** Perform administrative and clerical work of moderate difficulty including compilation of data, arithmetical calculations and graphic layout for reports. Coordination and minute taking of Board meetings. Use modern office equipment, including typewriter, computer, calculator, telephones, copiers, and office productivity software applications. Effectively use alphabetical and numerical filing systems. Understand and carry out oral and written directions. Effectively communicate verbally and in writing. Establish and maintain effective working relationships with others. Provide courteous and efficient service to the public. Ability to respond calmly and effectively to changing priorities.

#### **REQUIRED EDUCATION, TRAINING AND EXPERIENCE:**

**Education:** Graduation from high school or equivalent. Post secondary course work in modern office procedures/software and business administration. Marketing or communications course work is an asset.

**Experience:** Two full years of full-time (or equivalent) paid office experience. Experience in both the public and private sectors an asset.

**SPECIAL REQUIREMENTS:** Ability to move boxes and light equipment. Ability to learn, retain and use technical terminology, equipment and computer applications. Mental alertness and comprehension for the abilities listed above.

#### **LICENSES, CERTIFICATES AND REGISTRATION:**

**Licenses:** Posses a valid BC Drivers License.

**ADDITIONAL INFORMATION:** This position supports the PMEDC and other economic development staff. It is best suited to someone who has worked successfully in a fast paced, high demanding environment where a premium is placed on customer service and the ability to act independently. The position is part of a small team starting up the PMEDC and economic office in partnership with the City of Pitt Meadows. As such, the incumbent will often be spending large parts of their shifts working alone. The work of the office is varied and crosses disciplines including communications, marketing, economic analysis, statistics, research, policy creation, public presentations, and public relations.