

APTEA Administrator

Expression of Interest:

The Administrative Professional and Technical Employees Association (APTEA) is currently seeking to hire a seasoned Administrator. APTEA has over 500 members and this role is the key contact for Board members, Association members and partnership contacts. The successful candidate will perform a wide variety of duties including administration, writing, relationship building and event management which directly support the ongoing business of APTEA under the direction of APTEA's president.

Key Responsibilities include:

Writing and producing the APTEA Annual Report and other communications distributed to members and regularly maintaining the APTEA website. Serving as executive support by setting up Board meetings, member meetings, the Annual General Meeting, and other special events. Preparing event arrangements and logistics and attending meetings, as required. Performing administrative tasks for the Board of Directors Meetings including taking minutes and recording decisions and distributing agenda packets both in paper and electronic format in advance of meetings. Ensuring that decisions and action items are followed up on and/or completed in a timely manner by providing support. Budgeting and financial management as directed by the board. Reviewing and responding to member inquiries and providing information about APTEA benefits and processes. Preparing outgoing mail and correspondence, including e-mail, opening and distributing mail and deliveries. Other duties as assigned.

The Hiring Process:

Applications must be received by **5:00 p.m. on October 19th 2018** to David.Knudson@shaw.ca. All applications will be reviewed and rated based upon experience and/or training. Only the most qualified candidates will be invited to participate in an interview prior to final selection.

Salary: \$20 to \$30 /hour (depending upon level of education and experience)

Hours of work: This position is virtually based and the schedule is flexible. Estimate is 15 hours per week. One year contract starting in November 2018.

Minimum qualifications:

One-year certificate from college or business school and two years related experience in an office environment; or equivalent combination of education and experience.

- Excellent customer service and team skills: 2 years (Preferred)
- Administrative experience with financial responsibilities: 2 years (Preferred)
- Excellent written and verbal communication skills
- Driver's License (Asset)
- Core competencies include: Time Management, Flexibility, Availability, Initiative, Critical Thinking, Communication Skills and Building Relationships.
- Police Security Clearance is required

- Familiarity with Board processes and bylaws and/or direct experience supporting a Board or Committee is an asset.

Computer programs:

- Intermediate proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to manage the APTEA website via Word Press or another platform, as required
- Ability to regularly email to APTEA members via Mail Chimp or similar product

Not all individuals who apply will be contacted.

Proficiency Testing may be requested as part of the selection process