



**Job Title        Administrative Officer**

**Job Purpose**

The Administrative Officer provides administrative support to all team members of the College of Applied Biology. Reporting to the Executive Operations-Communications Officer, the Administrative Officer is responsible for the efficient functioning of the office.

**Duties and Responsibilities**

The Administrative Officer performs the following functions on behalf of the College:

*General Duties*

- Provides administrative support to Chief Executive Officer and other team members as needed.
- Performs phone reception duties, responds to requests and inquiries from registrants, members and the public about the College of Applied Biology. Forwards inquiries to appropriate staff as required.
- Processes incoming and outgoing mail as required. Forwards mail addressed to the College President to the Chief Executive Officer for re-directing/action
- Updates staff and Council calendars as required. Maintains calendar of important dates and deadlines to ensure compliance.
- Supports the Financial Officer with financial administrative tasks
- Responsible for maintaining office supplies and equipment and ordering as required for other staff and office inventory.
- Coordinate travel for College staff when required

*Document Control*

- Maintains files and digitizes documents to shared drives as required.
- Maintains records, files and archives.
- Maintains archival copies of agendas, meeting minutes and motions and ensures minutes are signed by the President and Chief Executive Officer.
- Maintains and is responsible for ensuring documents (policies, guidance, etc.) are reviewed and updated as per College policies

*Website Administration*

- Maintains and updates Website (e.g. basic website administrative tasks)
- Posts jobs, events, professional development opportunities, bulletins, publications
- Posts policies, guidance, Council and Committee Meetings on the website

*College Council & Committees*

- Coordinates meetings, meeting venues and logistics as required for Council, committees and task forces.

- Maintains tracking sheet of Council and committee member appointment dates and end of terms.
- Maintains internal contact list for staff and Council.

#### *Registrants and Members*

- Upon direction of Registrar, orders and manages the mail out of seals and enters members on list serve.
- Ensures that a sufficient number of new member certificates are available and/or prepares to send them to the meetings to be signed by the President and Registrar.
- Issues membership packages to new members post-processing.
- Updates Register as required when documents mailed and updates are done.

#### *General Meetings / Conference/Events*

- Assists in the preparation and format of Annual General Meeting (AGM) Reports for the College and ensures timely submission of information and printing timeline is reasonably met.
- Manages general meeting and event registration and ensures accuracy in information provided from participants
- Responsible for preparation of AGM & conference materials as directed by the Executive Operations-Communications Officer.
- Helps in the set up and running of the AGM & Conference

#### *College Publications*

- Assembles articles for publication and performs typing and editing duties using Adobe InDesign.
- Formats the publication and sends drafts to the Executive Operations-Communications Officer for approval.
- Ensures that a standard process of editing is adhered to.
- Arranges for printing, checking of proofs, making changes as necessary and arranges distribution with mailing company.
- Prepares mail distribution list to affiliates.
- Distributes publication by email notification.
- Maintains archival copies

Performs other related duties, as required.

### **Qualifications**

#### *Education and Experience*

- Post-secondary certificate or diploma in office administration or other relevant training.

#### *Technical Skills*

- Sound knowledge and proficiency of MS Office Suite especially Outlook, Word, Power Point and Excel.
- Experience with Adobe Acrobat and InDesign or other design software used to create publications considered an asset.
- Web-based skills including website edits and mass communications.
- Basic bookkeeping procedures.
- Possesses excellent written and verbal communication skills. Demonstrates excellent proofreading skills.
- Excellent verbal and written communication skills.
- Competent in the operation of a variety of office equipment.

*Personal Characteristics*

- Attention to detail and efficiency in correcting issues as noticed in a timely manner.
- Self-directed and works well independently and as part of a team. Asks questions when clarification is needed to ensure tasks are completed efficiently and timely.
- Motivated, well organized and detail orientated person with the ability to prioritize and manage time effectively. Works well with continuous interruptions
- Demonstrates an ability to work to demanding deadlines and to adapt and operate effectively in a dynamic business environment
- Shows a strong commitment to delivering exceptional and professional customer service in and out of the office as a representative of the College.