Bilingual Administrative Assistant (PT, 20 hours per week)

Reference No.:	1D3BF
Language:	Advanced English, Advanced French
Location:	Mississauga - ON
Public Transit:	Yes
Salary:	$23 - $24 per hour
Benefits:	Included
Workplace Type:	In Office
Account Manager:	Munir Jamal
Email:	mjamal@nevian.com
Job Type:	Part-time

Description

New part time opportunity for a Bilingual Administrative Assistant (PT, English/ French) with our client, a non-profit member based organization in Mississauga. This position will be flexible and can be either 2 to 3 days per week (20 - 24 hours), or half days for five days a week (4 hours per day during regular office hours).

This is an In Office role at their Mississauga office. Salary: $22 - $24 per hour.

Responsibilities

We are looking for part-time Administrative Assistant to perform a variety of administrative and support-related tasks for a small but fast-paced business environment. Duties will be to provide support to our association's Communications & Program Manager, our VP of Operations, as well as other staff, as required.

This position will be flexible and can be either two to three days per week (20 to 24 hours), or half days for five days a week (4 hours each day)

Administrative:

- Answering and directing phone calls which are received to the main reception desk.
- Distribution of mail/courier packages.
- Assistance with Accounts Receivable reminders (collections).
- Ordering office supplies.

Communications:

- Assistance with the design and distribution of e-communications using Constant Contact.
- Assistance with social media posts (i.e., LinkedIn and Instagram).

Events:

- Event support, to include management of event registration, sending confirmations to registrants, creating name badges, submitting invoice requests to bookkeeper, and other tasks, as required.

Membership/Stakeholder Relations:

- Management of committee lists and assisting with the distribution of committee meeting invites.
- Supporting the management of membership database, to include activating/de-activating member profiles, and creating new company profiles.
- Liaising with members and stakeholders across the country (i.e., by phone or on-site at events).

Program:

- Providing support and coordination of registrants for the Program
- Assistance with course book shipping via Canada Post.
- Other program-related tasks, as required.

Qualifications

- Proven experience as an administrative assistant in a small office environment. Experience in a non-profit trade advocacy organization would be preferred but is not essential.
- Bilingual French (Canadian/Québécois) and English are a must.
- Knowledge of office management systems and procedures.
- Proficiency in MS Office (i.e., MS Excel, MS Word, etc.).
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills with a focus on providing superior customer service.
- Strong organizational skills with the ability to multi-task.
- Experience with Content Management Systems (CMS) for database management is not a requirement but would be an asset.
- Proficiency in small business accounting systems, specifically with QuickBooks® is not a requirement but would be an asset.