

THE ROLE (Job ID: AU-436)

Job title: Admin Assistant

Summary of role:

CIT Dynamics is seeking a Administrative Assistants ensure the efficient day-to-day operation of the office, and support the work of management and other staff.

Responsibilities:

- Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents
- Sort incoming mail, faxes, and courier deliveries for distribution
- Prepare and send outgoing faxes, mail, and courier parcels
- Forward incoming general e-mails to the appropriate staff member
- Forward voice mail from the general mailbox to the appropriate staff member
- Purchase, receive and store the office supplies ensuring that basic supplies are always available
- Code and file material according to the established procedures
- Update and ensure the accuracy of the organization's databases
- Back-up electronic files using proper procedures
- Provide secretarial and administrative support to management and other staff
- Make travel, meeting and other arrangements for staff
- Coordinate the maintenance of office equipment

Reporting structure/composition of team:

/// Director

EXPERIENCE/SKILLS & QUALIFICATIONS REQUIRED

- High School Diploma
- Post secondary education in business, computers, or office management is an asset

PERSON SPECIFICATION

To be considered for the role, you must be able to demonstrate that you have:

- Association Knowledge
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How to apply:

Please email a resume and the job ID (seen at the top of this document) you wish to apply for to careers@citdynamics.com