

## JOB POSTING

### Executive Assistant / Reception

Posting Date: March 6, 2020

Closing Date: March 20, 2020

The Alzheimer Society London and Middlesex has been actively supporting families and individuals affected by Alzheimer's disease and other dementias since 1982. We advocate for and provide support services, education and funding for research for those affected by Alzheimer's disease and other dementias.

Our mission is to provide hope, relief and support as we partner with individuals and families throughout their journey with dementia.

**Location:** Alzheimer Society London & Middlesex, 435 Windermere Rd London

**Status:** Full-time, 35 hours per week, occasional evening and weekend work required.

**Immediate Supervisor:** CEO

#### About You

You are an experienced Executive Assistant who will act as the hub of the Office Administration and Coordination. You have a passion for helping others and are able to communicate with good judgment, sensitivity and tact. You always know what is going on with office-related operations. You possess the necessary skills to manage the administration and liaising functions related to Boards and Board Committees – including the taking of minutes for Society and Foundation Board meetings. You are a natural with computers, phone systems and databases; your written and verbal communication skills are first-rate.

#### Responsibilities

- Executive Assistant to the CEO and Board of Directors:
  - Manages appointment schedules, organizes travel and researches information required to support meetings and projects for the CEO
  - Administrative responsibilities for the Board of Directors including taking meeting minutes, planning and coordinating board and committee meetings
  
- Office Administration for ASLM:
  - Receptionist: first point of contact for all visitors and calls. Uses discretion in referring visitors / calls to the appropriate staff; directs callers and visitors to the appropriate resources as necessary.
  - Managing mail and courier services, ordering supplies, office filing, scheduling coordinator for meetings including video and teleconference services
  - Liaison for IT contractor, office equipment suppliers, and telecommunications provider

# Alzheimer Society

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- Manages deposits for incoming donations and other revenue sources
- Ensures the Resource Centre is managed properly
- Updates and maintains the office master files and related databases.
- Assists with special events and meetings as required.

## **Qualifications:**

- Post Secondary Education (Administrative /Secretarial)
- A minimum of 5 years experience in Executive Assistant or senior administrative role
- 2-3 years of experience in an office coordinator role
- Experience in the non-profit health care sector preferred
- Previous experience working with volunteers in the non-profit sector including a Board of Directors
- Able to work within an environment that requires a high degree of professionalism, confidentiality and discretion
- Exceptional ability to focus, multi-task, and follow-up with accuracy and efficiency
- Demonstrated proficiency in Microsoft Office, Power Point, Word, Outlook and Excel with strong keyboarding skills (60wpm)
- Excellent interpersonal, communication and organizational abilities
- Ability to work a flexible schedule within regular work hours

## **Evaluation and other Responsibilities**

- As an employee of a non-profit organization, you are expected to participate in fund development activities as required.
- Other related duties as requested by the CEO
- Annual performance review with CEO

## **MANDATORY DOCUMENTATION WITH APPLICATION:**

Interested applicants will submit a complete application package including: cover letter, resume, and the name and telephone numbers of three (3) recent work-related references. Please send the application package to: [reception@alzheimersociety.ca](mailto:reception@alzheimersociety.ca) (with job title in the subject line).

- All applicants will be screened based on receiving a complete application package and according to the qualifications listed in the posting. We thank all applicants for their interest, only those selected for an interview will be contacted.
- The Alzheimer Society London and Middlesex welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.