



Title

Office Administrator

Summary

The Keystone Centre prides itself on providing the very highest quality in facilities with attention to detail, cleanliness, and providing friendly, efficient and accommodating service.

The Office Administrator will be required to perform an array of administrative duties including office management and receptionist duties, as well as finance and sales support duties. Additional responsibilities include taking minutes during meetings and scheduling appointments and resources for departmental managers and meetings. The Office Administrator is also accountable for drafting, reviewing and editing time-sensitive correspondence sent by the management team. Other duties, relevant to the position, shall be assigned as required.

Job Duties Office Administrator

- Provide administrative support to all departmental members.
- Review and prepare all documents, reports and other correspondence materials for the management team.
- Manage and administer the inventory of facility keys including sign out, sign in documentation
- Courteously receive and screen all in-bound calls, emails, and visitors. All inquiries must be responded to or redirected to the appropriate department.
- Attend and take minutes at Board meetings and other meetings as required.
- Maintain filing system that may contain confidential information
- Coordinate departmental office activities.
- Review, evaluate and distribute all incoming and outgoing mail.
- Maintain daily appointments of all management and executive members.
- Take and transcribe dictation notes and meeting minutes.
- Maintain a high level of confidentiality in all interactions.
- Assist with report and presentation preparation.
- Maintain a professional image and demeanor with all employees, management, executives and visitors at all times.
- Research and assist with all Requests for Proposals (RFP).
- Maintain and monitor office supply inventory and place orders as required.
- Perform duties of ticket seller in the Box Office if/when needed.
- Prepare travel arrangements with a keen attention to detail, where necessary.
- Provide support to the finance team with data entry and daily and monthly accounting processes which may include:

- Prepare daily bank deposits: verify cash and endorsements
- Code & enter deposits and A/R collections and invoices from Sales Department into Accounting Program
- Perform data entry for invoice payments and prepare for posting to general ledger.
- Maintain a high level of accuracy and thoroughness, look for ways to improve and promote quality, apply feedback to improve performance and monitor own work to ensure quality. Comply with established policies and procedures.
- Respond quickly to all customer requests.
- Other duties, relevant to the position, shall be assigned as required.

Requirements

- Secondary School Diploma required.
- Administration degree or diploma preferred.
- 1-2 years' experience as an Administrative Assistant, or relevant role, considered an asset.
- 1-2 years' experience with Financial data entry/bookkeeping, or relevant role, considered an asset
- Ability to type 50 words per minute.
- Proficient use of various office based software including Microsoft Office.

Work Conditions

- Busy office setting.
- Manual dexterity required to use desktop computer and peripherals.
- Interacts with public at large.
- Inconsistent schedule, work times and days will be dictated by event requirements.
- Ability to conduct and attend presentations.
- Sitting for long periods.
- Repetitive work.
- Overtime may be required.

Please apply to jeff@keystonecentre.com
No phone calls please.

www.keystonecentre.com