

**Job Description:** Executive Assistant

The Executive Assistant coordinates the administrative support to the Executive Director (or their designate).

**Duties (include but are not limited to):**

- Document meeting minutes/notes; issue meeting reports; and follow up on action items as directed.
- Represent the ED by attending meetings in the ED's absence and plan events on behalf of the ED with minimal oversight
- Conduct research on initiatives assigned
- Read and route correspondence and reports
- Collect and prioritize information
- Prepare and edit correspondence, communications, presentations and other documents
- answer and manage incoming calls
- arrange and co-ordinate meetings and events
- record, transcribe and distribute minutes of meetings
- Disseminate information on behalf of the ED
- Produce information by transcribing, formatting, inputting, editing, retrieving, copying, filing and transmitting text and data
- Communicate the Executive Director's schedule to the front desk staff on a weekly basis
- Grant & report writing support as needed
- Assisting with special projects and events as needed

**Reports to:** Executive Director **Work Hours:** 37.5/week

**Salary:** \$40,000 plus benefits

**Date of Last Review of the Job Description:** July 5, 2017

Please send applications to Human Resources [hr@foodshare.net](mailto:hr@foodshare.net) by Friday, July 21st at 5pm.

If you feel you need accommodation because of illness or disability, please do not hesitate to contact Human Resources at 647-770-7602 or 416-363-6441 ext. 272 or by email – [patience@foodshare.net](mailto:patience@foodshare.net) at your earliest convenience. You will also be briefed on FoodShare's policies regarding accommodation and the Accessibility for Ontarians with Disabilities Act (AODA).

FoodShare is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender, national origin, age, disability, protected veterans status or any other legally protected grounds.

### **Required Qualifications, Knowledge and Experience**

- Degree in Business Administration or related field
- 1-3 years of experience in an administrative support/operations role
- Exceptional interpersonal, verbal and written communication
- High level of integrity required for handling sensitive and confidential information
- Exceptional judgment, strong initiative, and a quick learner with strong strategic thinking and analytical skills
- Highly motivated and efficient, with the ability to execute and manage a significant volume of diverse tasks, activities and projects
- Independent worker, reliable, responsible and self-managed
- Computer savvy with a high proficiency in MS Office, Adobe Acrobat Pro, PowerPoint, Photoshop and Google Docs