

**Position**

Office/Payroll Administrator

**Reports To**

Executive Director

**Salary**

Up to \$57,000 per annum

**Job Summary**

This is a multi-purpose role that will efficiently manage all aspects of A Safe Place office procedures, provide administrative assistance to the Executive Director, handle several administrative functions for junior and/or middle management staff and act as receptionist. The Office Administrator reports to the Executive Director and will liaise with, provide support to, and work in tandem with the Administrative Team. Support will be provided to the Board of Directors as approved by the Executive Director.

**Job Duties**

Specific responsibilities include but are not limited to the following:

**General Office Procedures**

- general clerical duties including word processing, photocopying, fax and mailing
- maintain electronic and hard copy filing systems
- retrieve documents from filing system
- handle requests for information and data
- resolve administrative problems and inquiries
- maintain office supply inventories
- coordinate maintenance of office equipment
- open, sort and distribute incoming correspondence
- coordinate and HR maintain records for staff
- reception duties including
  - answer, screen and transfer inbound phone calls
  - receive and direct visitors at the Administration Office
  - receive drop-in guests offering in-kind and cash donations

**Executive Assistance**

- prepare and modify documents including correspondence, union notifications, reports, drafts, memos and emails as requested by Executive Director
- schedule and coordinate meetings, appointments and travel arrangements for Executive Director and other staff, as required
- prepare agendas for staff, management and Board meetings, as required
- prepare staffing schedules, as required
- record, compile, transcribe and distribute minutes of meetings
- develop Board, Government, funder and other reports for the Executive Director
- provide timely reporting to the Executive Director, as required

**Payroll Support**

- Triage questions from staff about their pay and entitlements.
- Work with Administrative Team to ensure payroll is properly inputted.

### **Qualifications and Characteristics**

- Demonstrates a high level of being efficient and organized in completing duties
- Strong writing and other communication skills required.
- Ability to work well in a team environment
- Ability to *multi-task and maintain complex schedules*
- *Demonstrates attention to detail, resourcefulness and a good problem solving.*
- Commitment to inclusiveness and diversity and a deep appreciation of the many cultures that shape and enrich our society.
- Certification in Business Administration desirable

Required: Valid driver's license; current driver's abstract, CPIC, Vulnerable Sector check, Child Intervention Check (CIC) clearance.

### **Work Conditions**

- Working in an office environment in Sherwood Park.
- Interaction with employees, community partners, volunteers, clients and public at large.
- Operation of computer and peripherals.
- Flexible work hours based on 40 hours per work week, primarily Monday to Friday, some evening and weekend hours will be required.