



ADMINISTRATIVE ASSISTANT

Role Description

Takes initiative in providing administrative support and assistance to Executive Director, Veterinarian, Animal Care Manager, Accounting Administrator and other centre staff, as required. Provides training, guidance and direction to animal care reception staff as related to administrative processes, practices and policies. Provides guidance and direction to maintenance staff/contractors and works closely with members of management team. Has frequent contact with employees. Has contact with board members as required. Reports directly to the Executive Director. Duties include, but are not limited to:

1. Meets with Executive Director regularly to determine work priorities.
2. Manages administrative budget and assists with Society's budget preparation.
3. Keeps the Executive Director apprized of all current operational issues and concerns.
4. Reconciles daily cash sheets & makes bank deposits.
5. Ensures readiness of staff time sheets for payroll processing.
6. Maintains all general, financial and administrative file systems.
7. Assists with preparation of year end reporting documents (annual report, AGM agenda, etc.) Assists with external audit process.
8. Produces and submits reports as required (i.e. casino and bingo reports, raffle reports, etc.)
9. Ensures employee records are complete with all required documentation complete.
10. Provides yearly inventory count.
11. Orders, tracks and monitors retail inventory.
12. Orders and monitors office supplies and other centre materials.
13. Orders vet clinic/veterinarian supplies as requested.
14. Regularly compiles and presents reports as requested by Executive Director.
15. Provides human resource administration for all staff including assistance with recruiting, performance management tracking.
16. Maintains and administers Society's web site.
17. Compiles animal, cremation, and budget statistics.
18. Prepares and updates general forms.
19. In collaboration with other departments, monitors staff training, continuing education seminars and development programs to assure staff is aware of new and revised policies, procedures, rules and regulations.
20. Reviews and updates facility policy and procedures manuals and standard operating procedures as required, assuring compliance with local, provincial and federal guidelines and the Society's mission. Communicates to and manages these changes with all relevant parties.
21. Responds to public complaints about employees, volunteers and facility procedures. Assists customer service representatives when dealing with difficult situations.
22. Follows through on employee accident reports.
23. Oversees the maintenance and upkeep of building, grounds and equipment.

24. Promotes safe and effective practices by maintaining training in the O.H.S. area and assists with the development of safety plans for all areas of the centre
25. With the Executive Director, assists with budgets of the various departments and assists department heads with fiscal planning.
26. Serves as contact agent for facility and negotiates with vendors.
27. Orders, inventories, and records all centre supplies
28. Processes and distributes mail
29. Works as member of management team to deal with relevant operational issues in a timely and effective manner.
30. Assists with preparation of and attends weekly staff meetings and communicates regularly with all departments to ensure issues are resolved. Reads meeting minutes if unable to attend
31. Attends board standing committee meetings as required.
32. Assists with security (emergency basis)
33. Updates operational knowledge by reading correspondence and information boards daily.
34. Encourages a team environment at the shelter.

Please submit applications and resumes, in confidence to:

executivedirector@reddeerspca.com or fax 403 341 3147

Thank you for your interest.