

Administrative Assistant – Summer Term 2021

30 hrs per week

****this position is seeking a candidate that can work from home who has a computer, internet connection & phone****

With a commitment to excellence in providing value to its 200+ membership through a portfolio of products and services, Selkirk Biz, the area Chamber of Commerce since 1901, has established itself as a strong resource and voice for the business community.

Selkirk Biz is seeking an individual to provide **Administrative Support** to the Executive Director in accomplishing the goals set by the organization in the areas of developing and marketing member programs and services while growing revenue and enhancing member loyalty through a solid value proposition. For the **Canada Summer Jobs (CSJ)** grant through the Government of Canada, specific eligibility requirements are obligated to be met per the funding agreement.

The Candidate:

Under the direction of the Executive Director, this individual will be responsible primarily for the provision of administrative support services to the Selkirk Biz office. They are also responsible for a variety of tasks with a strong commitment to customer service and to teamwork. ******candidate will be working remotely due to current public health regulations until further notice******

Polished and professional in appearance and communications, the **Administrative Assistant** will assist in the planning of events and promotions, resources and programs, and maintain a high level of professionalism when dealing with stakeholder relations and the public. The desired individual must be & will require the following qualifications:

- ↪ **Current Full Time High School student or Post-Secondary student**
- ↪ **Between the age of 16-30 and eligible to work in Canada (CSJ requirement)**
- ↪ Related experience would be an asset
- ↪ Proficient in Microsoft Office, Outlook and other computer software
- ↪ Willing to learn
- ↪ Extremely organized
- ↪ Reliable and trustworthy
- ↪ Can work with little or no direction
- ↪ Ability to take initiative
- ↪ Remain professional in all circumstances

The Administrative Assistant will accomplish the following:

*****some duties may or may not apply as candidate will be working remotely*****

1. Provide administrative support to the Executive Director which may include, but is not limited to, managing incoming communication, screening calls and e-mail, processing correspondence and responding to communication as required, organizing meetings, event planning, preparation for Board meeting, etc.
2. Provide administrative support to the various committees which may include, but is not limited to maintaining files, scheduling meetings, organizing events, maintaining project specific files, attending events.
3. Provide administrative support for the day to day operations of the office including administering and maintaining a confidential filing system; making bank deposits, data entry, bookkeeping entries, maintaining forms and files, preparing letters and memos.
4. Research vendors and obtain quotes for various projects & events as required.
5. Book venues and place orders for hospitality services for events as requested.
6. Communicate internally and externally within our network and the public regarding promotions and operations of Selkirk Biz.

The term position is 30 hours per week, Monday to Friday, 9:00 am to 4:00 pm at \$12.50 per hour commencing June 21, 2021 to August 20, 2021. Please forward your resume and cover letter by **email** on or before **May 28, 2021 at 4:00 pm** to:

Sheri Skalesky, Executive Director
Selkirk Biz
200 Eaton Ave
Selkirk MB R1A 0W6
sheri@selkirkbiz.ca

Note: cover letters must clearly state that you meet the CSJ eligibility requirements to be considered

We thank you for your interest and application however only successful applicants will be contacted for an interview