



Job Description: Office Administrator

Would you like to be a valued member of the Saskatchewan Association of Immigrant Settlement and Integration Agencies (SAISIA) team? Are you someone who understands and embraces the unique challenges and opportunities involved in the settlement community sector? Would you like to contribute to the strategic goals of SAISIA on a daily basis and work to further our mandate to support agencies in offering services for immigrants and refugees while engaging stakeholders and representing Saskatchewan Settlement Agencies nationally? Do you value diversity, inter-culturalism, and community? Do you understand the role of collaboration, proactive leadership and teamwork, both internally and externally, and would contribute to an inclusive environment where all people are treated with respect and dignity? Apply for the Office Administrator Position with SAISIA today!

Job Title: Office Administrator

Location: SAISIA head office, Saskatoon

Terms of Employment: Full Time (37.5 hrs/wk), Permanent

Responsible To: Executive Director

Wage Range: \$22.00-\$25.00 per hour, dependent upon qualifications and experience

Application Deadline: February 20, 2018

Job Description: The Office Administrator is responsible for organizing and coordinating the general flow, operations and procedures in the SAISIA office, including the main reception area to ensure organizational effectiveness and efficiency. In addition, the Office Administrator is responsible for modeling and upholding organizational values of respect, compassion, innovation and collaboration in interactions with staff, funders, service providers, volunteers and community members.

Specific duties include:

1. Executive Administrative Support

- Answer the phone in a friendly and professional manner, respond to inquiries and direct calls to the appropriate staff member
- Greet and assist walk-ins to the reception area (e.g. board room bookings)
- Compose letters, memos, reports and agendas, and proofread/edit various correspondence as required
- Design and implement appropriate practices and procedures
- Handle all incoming and outgoing mail in a timely fashion
- Maintain all office equipment and order office supplies within budget
- Identify and implement cost savings measures
- Provide wide range of administrative support
- Prepare agendas and meeting packages (e.g. board meetings)
- Assist with hiring process (e.g. post job ads, schedule job interviews)
- Assist with new hire paperwork and packages (e.g. payroll documentation, establishing HR files, review of various administrative forms and procedures)
- Ensure personnel files are up to date and secure



- Maintain schedule for board room usage and maintain required room supplies
- Maintain monthly record of usage for the board rooms
- Collate timesheets for payroll
- Maintain training log for staff professional development

2. Finance and Accounting Administration

- Assists with the development, analysis, and interpretation of financial data statistics and reports for IRCC
- Develop a reporting mechanism and maintain cash flow
- Assist with the development of the annual operating budget
- Maintain and report monthly budget analysis
- Create graphs in Excel for board and IRCC reporting
- Perform key administrative and bookkeeper functions in order to support the day-to-day operations of SAISIA

3. SAISIA Membership supports:

- Process membership applications, mail membership packages, update database
- Manage yearly membership renewals, send reminders, and collect membership fees
- Provide reception services for all in-coming and out-going calls, provide response to general inquiries

4: Perform other related duties as required

- Strongly contribute to an environment where members, funders, visitors, staff, and volunteers are treated with kindness, respect and dignity
- Maintain knowledge of local Service Provider Organizations, and other supports for community members
- Maintain and develop effective working relationships with the public, volunteers, government representatives, media, and staff
- Ensure the Reception area is kept clean and organized
- Other duties as mutually agreed upon with the Executive Director

Requirements:

- Completion of post-secondary education or diploma in business administration or a related field
- 4+ years of experience in office management or as an executive assistant
- Must possess a high degree of familiarity with professional practices; excellent communication, customer service, and interpersonal skills are key elements required
- Ability to work with diverse populations
- Excellent organizational and communication skills
- Ability to work effectively in an environment with competing demands and deadlines
- Ability to collaborate with others to seek out tasks and projects to keep busy with during slower times
- Highly developed office administration skills; including Microsoft Office software knowledge, specifically Microsoft Word and Excel



- Ability to carry out basic office tasks such as faxing, photocopying, scanning, data entry, receipting
- Carrying out tasks in an efficient, prompt and accurate manner
- Experience taking minutes at meetings
- Previous experience in not for profit, community organizations is an asset
- Previous experience in the Settlement and Immigration sector is an asset
- QuickBooks knowledge would be as asset
- Knowledge of social media, online- accounts and website management would be an asset (e.g. Facebook, Twitter, Survey Monkey)

The list of requirements, duties, and responsibilities is not exhaustive but is merely the most accurate list for the current position. Management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change (for example, emergencies, and changes in personnel, workload or technical development

Application Deadline: February 20, 2018. Please submit both cover letter and resume to: Attention Executive Director at careers@saisia.ca

We thank all applicants for their interest, however, only those being considered for an interview will be contacted.