

SLEMON PARK CORPORATION

POSITION DESCRIPTION

POSITION TITLE: **Executive Assistant**

REPORTING TO: **President**

SALARY: \$36,000 to \$40,000 annually for 37.5 hours per week

POSITION SUMMARY:

Slemon Park Corporation manages Slemon Park, a business and residential community with a focus on aerospace, training, and real estate development. The Executive Assistant is a key position responsible for administering executive and commercial leasing functions for the company, and providing direct administrative support for the President, VP Development and Controller.

PRINCIPAL RESPONSIBILITIES AND ACCOUNTABILITY:

Executive Assistant

- Prepare correspondence and out-going communications from the President, VP and Controller
- Receive correspondence and communications to the President, VP and Controller
- Assist in maintaining the President's appointments and meeting schedules
- Maintain and manage all corporate level files and documentation
- Attend to office subscriptions and circulate publications
- Attend meetings and record minutes as required
- Other duties as required, and in support of the President, VP and Controller

Office Administration

- Prepare daily bank deposits
- Prepare and maintain property tax files and spreadsheets
- Collect and prepare materials necessary for insurance renewals
- Assemble and distribute agenda documentation for Board of Directors meetings
- Maintain Slemon Park employee and student data for Board of Directors reports

Commercial Leasing

- Prepare monthly rent roll for commercial leases and update Spectra for changes to commercial leases.
- Draft and then finalize leases, and ensure execution and distribution
- Prepare and update commercial leasing memos/invoices for new leases and for annual cost of living and other changes in lease terms
- Administer leases, monitoring special clauses, rate changes and renewal dates
- Monitor and collect accounts receivable for commercial tenants
- Maintain Spectra to accurately reflect tenant status
- Administer Tenant Insurance documentation and request Insurance Certificates from tenants as required

POSITION SPECIFICATIONS:

Education and Training:

*Post-secondary course in bookkeeping/accounting
Administrative assistant/Executive Assistance course
Training in spreadsheet applications*

Experience:

*Three to five years' experience in office administration at a senior level
Experience providing support services to a Board of Directors would be preferred
Experience working with commercial leases is preferred
Accounting experience is strongly recommended*

Skills and Knowledge:

*Excellent written, oral and interpersonal and communication skills
Proficiency in preparing reports for Board of Directors and recording minutes of meetings
Excellent organizational and planning skills required to balance daily competing demands and responsibilities
Analytical thinker, with an ability to prioritize and manage time
Able to work with a variety of personalities, and be a team player
Proficient in a variety of software programs including Word, Excel, PowerPoint and MS Publisher*

WORKING CONDITIONS:

Scheduled working hours:

This is a full-time position. Flexible scheduling to support Board meetings and other administrative duties may be required.

Physical, mental and visual:

This position requires ability to attend to details, ensuring documentation and reports are accurate and complete.