

SLEMON PARK CORPORATION

POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant

REPORTING TO: VP of Finance and Administration, and
VP of Property Management

Date of Preparation/Revision: February 2024

POSITION SUMMARY:

Slemon Park Corporation manages a vibrant business and residential community with a focus on Aerospace, Training, and Real Estate Development. The Administrative Assistant is a key position reporting to the VP of Finance and Administration and VP of Property Management, providing administrative support to Accounting, the President's Office, and Property Management including Residential Housing. Daily supervision will be provided by the VP of Finance and Administration.

PRINCIPAL RESPONSIBILITIES AND ACCOUNTABILITY:

Administration

- Process and distribute daily postal and interoffice mail!
- Send and receive courier packages
- Send, monitor, and respond to email communications
- Greet and assist visitors
- Answer all incoming calls, handling or forwarding, as required; assist with phone system operation and messaging
- Maintain contact lists
- Order office supplies
- Kitchen duty, on rotation
- Filing and labelling, as needed

Finance

- Prepare bank deposits
- Process cash, credit and debit card payments
- Process purchase orders, packing slips and invoices related to Facilities Management; code invoices for payment
- Manage fuel cards
- Manage petty cash accounts
- Assist with the accounts payable process including the coding of supplier invoices and the data entry of those invoices into the accounting system
- Data entry of sales sheets into the accounting system
- Other duties as required, and in support of the President and VP – Finance & Administration

Property Management

- Manage key and security card access
- Review, summarize and/or respond to alarm and security reports
- Create, assign, approve, and broadcast work orders, as needed

- Process rent hold requests
- Schedule oil and diesel fills
- Process semiannual uniform orders
- Track annual inspection data
- Renew licenses and permits
- Maintain various Google docs
- Assist Residential Housing Manager with tenant needs, such as maintenance scheduling and data updates

POSITION SPECIFICATIONS:

Education and Training

Post-secondary course in Business Administration or Administrative Assistant

Proficiency in a variety of software programs including Google Docs, Excel and Adobe Acrobat.

Experience

Three to five years of experience in office administration at a senior level. Accounting experience will be a strong asset.

Skills and Knowledge

Excellent written, oral, interpersonal and communication skills. 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.

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 the ability to attend to details, ensuring documentation and reports are accurate and complete.

Compensation:

Salary: \$ 40,366 - \$ 48, 436

Vacation: Three (3) weeks to start

Health and Dental Benefits, LTD, Life, AD&D, Dependent Life and EAP Program

Defined Contribution Pension Plan up to 5% and matched by Employer