

Administrative Assistant (Temporary)

Job Description

Provide office administrative support to 3 architects transitioning from a sole practitioner to worker's co-operative 3 – 4 days per week until June 30.

General Accountability

Accountable to current owner architect and 2 other architects moving to purchase the firm over the next 3 months and manage a small architectural practice in Guelph. Responsible for ensuring that meetings are scheduled, recorded and processes followed in a timely and accurate manner. Use of word processing, spreadsheets software.

Specific Duties

1. Attend and participate in meetings, prepare and distribute minutes, make suggestions for office procedures, while maintaining efficiently
2. Research and become familiar with the process to incorporating a worker's co-operative. Maintain and accurately file documents.
3. Work with marketing, branding, graphics/logo, website consultants, co-operative advisor, accountant, legal counsel
4. Assist in preparing bylaws, offer to purchase, transitioning bank accounts, and maintaining files
5. Perform other administrative duties as assigned
6. Demonstrate a consideration for the natural environment, health and well being as much as possible

Working Conditions

The work week is of the workload, flexible and/or extra work hours may be required from time to time.

Qualifications

- Good computer skills in word processing, MS office suite including Word, Excel, Outlook and PowerPoint.
- Basic Knowledge of Adobe Illustrator, Photoshop an asset.
- Must be able to multitask in a fast-paced environment.
- Excellent communication skills, written and spoken.
- Must be organized, efficient, accurate, confidential and trustworthy.
- A minimum of 3 years experience in the general secretarial field, preferably in a small consulting office.

Education

Certificate or Diploma in Office Administration