



ADMINISTRATIVE ASSISTANT - Part-Time 22.5 hrs per week

VISOA – Vancouver Island Strata Owners Association is a non-profit that has been assisting strata councils and owners in management and maintenance of their strata corporations. Since 1973 the organization has provided information, resources and education.

VISOA is run by a Board of Directors in accordance with the Constitution and Bylaws of the Society. It is staffed by an Administrative Assistant, an Office Assistant, and a contract Bookkeeper who take care of the day-to-day operations at the VISOA's office.

RESPONSIBILITIES:

1. Manage office operations and systems. Maintain records and track information in an organized manner. Filing (electronic and hard copies)
2. Oversee and maintain a clean and organized office space including ordering supplies, and coordinating the repair of office equipment.
3. Provide, via phone, email or in person, information about membership, seminars, workshops, publications, Support Team referrals and other resources.
4. Process incoming membership, workshop and advertising forms and payments
5. Oversee and assist with membership issues, missing information or payments, database inconsistencies, or technical issues.
6. Send monthly member renewal notices, and monthly reminders.
7. Create excel spreadsheets for Seminar, Workshop and Bulletin mail outs.
8. Coordinate, prepare and maintain all Seminar and Workshop materials. Prepare additional supplies as needed.
9. Coordinate volunteers to assist in office and with mail outs and preparing Seminar and Workshop folders and binders.
10. Attend monthly Board meetings and AGM.
11. Assist with recording the Board Meeting Minutes and maintain a binder of minutes.
12. Assist with maintaining the Directors Manual and distribute any updates.
13. Record keeping of all Publications sales, tracking of inventory and print coordination.
14. Record, process and report, to bookkeeper, all petty cash records, VISA payments, and supplier and contractor invoices.

QUALIFICATIONS / SKILLS / EXPERIENCE

1. Minimum of 2 years recent related experience, ideally in a not-for-profit organization.
2. Proficient in general office routines, equipment operation and computer skills.
3. Proficient with the Microsoft Office - Word, Excel, PowerPoint
4. Experience using Gmail and a Database.
5. Ability to communicate effectively by phone, in person and in writing including business writing and documentation skills.
6. Demonstrates positive interpersonal skills and a collaborative attitude toward maintenance of shared office space.
7. Strong organizational skills.
8. Strong customer focus and able to work well with volunteers.
9. Ability to initiate improvement, follow policy and to work with a minimum of supervision.
10. Ability to manage time, workload and conflicting priorities effectively and efficiently.
11. Ability to maintain confidentiality.