



Job Description

Administrative Assistant

Position Title	Administrative Assistant
Employee Name	
Reports to	Executive Director
Classroom	
Location	
Date	

General Accountability Statement

The Administrative Assistant is responsible for working with the Executive Director to administer operations and build community relations.

The Administrative Assistant supports Centre philosophy, programs and policies to maintain a standard of care that contributes to the Centre's reputation for excellence.

Duties and Responsibilities

The primary job duties and responsibilities for the Administrative Assistant include but are not limited to the following:

Record Keeping

- Updates and maintains substitute teacher list; and accesses teaching resources as directed
- Maintain accurate and complete confidential and non-confidential files in accordance with licensing requirements to insure successful licensing inspections
- Works with all aspects of the organization's data management including: financial, board, community volunteers, administrative, program areas and performance monitoring
- Uses a computer to complete work (word processing, data entry, spreadsheets, email, presentation software)
- Develops agendas, prepares for meetings, takes minutes and produces timely and accurate meeting records
- Tracks all staff training and development and related budgets

Finance

- Coordinates revenue and expenditures
 - Coordinates enrolment and maintains wait list of potential customers
 - Coordinates subsidy claim process in a timely and accurate manner
 - Orders materials and supplies in a cost effective manner as directed
 - Orders equipment as directed

Child Development and Care

- Meet health, welfare and safety needs
 - Actively supervise children as required
- Protect children from physical and emotional harm

Equipment and Facilities

- Maintain a safe environment
 - Check for physical hazards
 - Maintain and implement safety standards and protocols
- Operate and maintain facilities
 - Coordinates facility, site and equipment repair and maintenance as instructed by the Executive Director
 - Monitor cleanliness and sanitation of all areas used by children

Family and Community Relations

- Responds to telephone and in-person inquiries in a friendly and professional manner
- Support a family-friendly environment
 - Supports a culture of respect for all families
 - Supports family involvement
 - Provides resources to families
 - Refers families to external resources

Professional Relationships

- Work as a member of a professional team
 - Create partnerships with colleagues and volunteers
 - Participate in meetings
 - Follow policies and procedures

Personal and Professional Development

- Conducts self professionally
 - Maintains professionalism
 - Follows policies and procedures and uses a code of ethics to guide practice
 - Maintains confidentiality

- Maintain required professional certifications and/or registrations
- Keeps up to date with legislative requirements
- Maintains a work/life balance
 - Engage in ongoing self-assessment
 - Maintain physical and mental well-being
- Participates in professional development
 - Develop and implement a professional development plan
 - Evaluate progress based on the professional development plan
 - Participate in professional workshops, courses and ongoing learning

Governance

- Communicates policies and supports implementation as instructed by the Executive Director
- Monitors staff compliance of policies and provides accurate and timely feedback to employees as appropriate

Qualifications

Education, Qualifications and Certifications

- Grade 12 or equivalent; Diploma or Certificate in Administrative Studies or related university degree
- Current First Aid and CPR Certificate
- Child Abuse Registry Check (for any person over the age of 13)
- Criminal Record Check (for any person who is over the age of 18)

Experience

- Minimum of five (5) years of demonstrated proficiency as an Administrative Assistant in a fast paced, detail oriented work environment.

Specialized knowledge

- Promotes ethical practices and attitudes of the Nova Scotia Child Care Association
- Relevant legislation includes, but is not limited to, the following:
 - Nova Scotia Department of Community Services Food and Nutrition Standards
 - Fire Inspection
 - Employment Standards Act of Nova Scotia
 - Nova Scotia Occupational Health and Safety, including WHMIS
 - Nova Scotia Daycare Act and Regulations

Skills and Abilities

- Above average accuracy and attention to detail
- Business administration, customer service skills
- Excellent communication skills, including oral, written and comprehension

- Computer proficiency in word processing, spreadsheets, accounting software, presentation software. etc
- Strong interpersonal skills
- Above average ability to multi-task, time management and organizational abilities

Personal Characteristics

- Proactive, responsible, prompt and reliable attendance at work
- Flexible, patient, professional, neat and appropriate personal appearance and attire

Working Conditions

- The Administrative Assistant works in a noisy and busy environment with regular interruptions requiring the ability to change priorities quickly and tolerate stress
- Regular business hours with limited requirement for evening and weekend work

Physical Requirements

- Occasional lifting to 50 lbs
- Exposure to illness, noise

Direct Reports

None

Approval

Approved by	<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> </div> <div style="display: flex; justify-content: space-between;"> Signature Title </div> <div style="border-bottom: 1px solid black; margin-top: 10px;"></div> <div>Printed Name</div>
Date approved	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div>Date</div>