

Administrative Assistant responsibilities include making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel and office equipment. The ability to learn new software programs as it pertains to the Parks and Recreation field.

Ultimately, a successful Admin Assistant should ensure the efficient and smooth day-to-day operation of our office.

## Responsibilities

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with Sports Coordinator and Recreation Specialist to handle requests and queries from Director

## Requirements

- Proven experience as an administrative assistant or office admin assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, MS Word )
- Ability to learn current and new software
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

Interested candidates should:

Send resume to [bbrader@wfparish.org](mailto:bbrader@wfparish.org) or

Stop by WF Recreation office and fill out application between the hours of 12:00-5pm m-fri.