

JOB DESCRIPTION

Executive Assistant – Brandon Teachers' Association

Closing Date: March 3, 2010

Remuneration: \$1,300 per month

Duration: Part-Time (9:00 a.m. – 4:00 p.m. – 3 days a week) – September to June

Description:

The Executive Assistant is responsible for planning and providing administrative and clerical duties in support of the Brandon Teachers' Association. In addition, the Executive Assistant will be responsible for the planning/coordination of the Brandon LIFT Conference and the annual Retirement Dinner.

Qualifications:

- Advanced computer skills in FrontPage, Access, Excel and Word;
- Practical knowledge of exceptional customer service practices, general meeting procedures and practices, report writing techniques and presentation preparation;
- Ability to follow procedures with minimum supervision;
- Ability to communicate effectively both orally and in written form with a variety of people, with courtesy, tact and integrity;
- Experience with operating a variety of general office equipment, including photocopier, printer, fax machine, computer and other related equipment;
- Adaptability to organize and manage multiple tasks;
- Willingness to participate in training and self-development programs in order to adjust to changing environments and new technologies;
- Keyboarding speed of 60 wpm
- Conference/Event planning experience is an asset.

Education:

- Grade 12, G.E.D., or Mature High School Diploma
- Office or Business Administration Diploma (preferred)

Experience:

- Minimum of five (5) years in office administration

Comments:

This is a part-time position

This opportunity is open to all applicants. Competition will consist of an interview. Applications will be accepted until **4:00 p.m, Feb 26 2010**. All candidates must send their applications to **hardy.darren@hotmail.com**.