



**Position Title:** Administrative Assistant (Timmins, ON)

**Reports To:** Operations Coordinator

**Position Details:**

The Administrative Assistant is primarily responsible for providing support of financial and general administration services to Walden Group management and office staff on a daily basis which includes assisting technical staff in administrative matters, assisting with meetings, making travel arrangements, assisting with reports and publications, and handling special projects.

**Key Responsibilities:**

Front Desk Reception  
Financial Administration  
Administrative Services  
Miscellaneous Tasks

**Specific Responsibilities:**

**Financial Administration**

Under the direction of the Accounting Manager, assist the accounting department with setup and maintenance of accounting system as required, modify and update accounting system as required, accounts receivable, data entry for projects, maintain accurate statements of account, assist with procurement, reconcile accounts, file invoices, cheque and expense reports to properly maintain an orderly and accurate filing system, enter financial data.

**Administration Services**

Support various staff in the following:

Answering general telephone or email inquiries when applicable and refer calls to the appropriate staff person, processing of incoming and outgoing mail, includes proofreading all outgoing mail and logging of courier services, type correspondence, other documents and prepare them for signature, maintain filing system, control office supplies, saleable technical material, publication inventories and manuals, maintain membership and training database, meet sales representatives and gather information, assist with IT upgrading, inventory and software selection to meet association needs.

**Miscellaneous Job Duties**

Various tasks as required by the Walden management team on various projects, , ensure clear communication is delivered to management regarding issues with any related task issues, , assist with various health and safety programs and training as required. Provide assistance on all job function with Walden Group of Companies.

**Education / Related Experience:**

A post-secondary degree/diploma and or related experience in Business / Administration is an asset.

**Other:**

- Excellent interpersonal and communication skill
- Strong computer skills are imperative
- Self-started who can work within a team environment
- Can work flexible hours when required
- Report writing and presentation skills

*The above description reflects the general scope and nature of the work performed. This description is not intended to reflect every duty and responsibility of the position but is intended to give a general outline of the position and its responsibilities. It is understood that the duties and responsibilities may change from time to time.*