

EBFA is a non-profit organization formed in 1993 to provide administrative services to multi-employer pension, health and welfare, and education trust funds for IBEW Local Union 424 plan members. EBFA provides governance and policy support to Board members and several committees.

We are seeking an Administrative Assistant

This position provides administrative support to the Executive Department and board members in a fast-paced and enjoyable work atmosphere.

We are offering

A permanent full-time position in a 35-hour work week with regular business hours.

Great opportunity to learn about board governance and benefit plans.

Compensation starting at \$22.85 an hour plus employer-paid pension and benefits.

Job Duties

- Provide general administrative support to the Executive Administrator and two Executive Assistants
- Take on a supporting role in the preparation of presentations, spreadsheets, documents, notes, reports and correspondence
- Complete day-to-day tasks involving filing, scanning and document management (electronic and paper)
- Act as an administrative resource person on designated projects (i.e. research of records, insurance renewals)
- Assist with meeting logistics including scheduling, preparation of agendas and, if required, conference/travel arrangements.
- Assist or lead on event planning such as retirement recognitions and the Annual Open House
- Circulate reports and information to the Board, staff, and service providers
- Attend meetings to stay current on business related to the Funds and provide support related to set up of the boardroom, coordinating catering for lunches, assisting guests to join the meeting, communicating Board decisions to managers, and other duties as assigned
- Fulfill general office administrative roles as required, such as arranging couriers, maintaining databanks for emergency response planning, and keeping the schedule for contract renewal deadlines related to the Funds and the Company
- Liaise and back up the Executive Assistants to ensure effective and efficient administrative support

Qualifications

- Positive attitude and excellent interpersonal skills
- Post-secondary education
- Experience in a related administrative role is preferred
- Advanced computer skills including MS Office (Word, Excel, Adobe, Outlook, PowerPoint)
- Strong organizational skills and ability to prioritize tasks
- Excellent verbal and written communication skills
- A professional and client-focused approach to service

If you are the kind of person who has a positive attitude, as well as a strong work ethic, we want to hear from you. We thank all candidates for their interest however only select candidates will be contacted for an interview. To apply for this opportunity, please email your resume to careers@ebfa.ca.