



## Job Title: Administrative Assistant

---

Reporting to the Executive Assistant to the President and CEO, the Administrative Assistant provides critical administrative support to ensure the smooth and efficient operation of the Mississaugas of the Credit Business Limited Partnership (MCBLP) office. This role includes managing reception duties, coordinating meetings and events, maintaining organized records, and assisting with day-to-day office operations. The Administrative Assistant is a key point of contact for internal and external stakeholders and is expected to demonstrate professionalism, discretion, and a high level of organization.

### Key Duties and Responsibilities

#### Reception and Front Desk Duties

- Serve as the first point of contact for visitors and callers, ensuring a welcoming and professional experience.
- Answer and direct incoming calls to the appropriate staff member or department.
- Greet visitors and assist them with inquiries or direct them to their appointments.
- Manage incoming and outgoing mail, including courier services.

#### Administrative Support

- Provide administrative support to the Executive Assistant, including scheduling meetings and appointments for the President and CEO.
- Draft, proofread, and format correspondence, reports, and other documents.
- Perform general clerical duties such as photocopying, scanning, and filing.
- Maintain and organize shared files and databases, ensuring they are accurate and up to date.
- Assist with data entry and the preparation of basic reports.

#### Meeting and Event Coordination

- Arrange logistics for meetings, including booking meeting rooms, setting up audiovisual equipment, and preparing materials.
- Prepare and distribute meeting agendas, presentations, and supporting documents.
- Record and distribute meeting minutes when required.
- Provide logistical support for internal events, such as workshops, training sessions, and staff gatherings.

#### Office Coordination

- Monitor and maintain office supplies, coordinating with vendors to ensure availability.
- Ensure shared spaces, such as meeting rooms and reception areas, are clean, organized, and well-stocked.
- Assist with setting up meeting rooms, including arranging seating and refreshments.

#### Records and Document Management

- Maintain and organize corporate records, ensuring they are accurate and accessible.



- Assist in the digitization and archiving of physical records to support efficient document retrieval.
- Ensure proper filing, labeling, and storage of documents in compliance with organizational policies.

#### Travel Coordination

- Assist with arranging travel accommodations and itineraries for the President and CEO and other executives as required.

#### Special Projects and Research

- Conduct preliminary research and gather information as requested by the Executive Assistant or President and CEO.
- Support organizational initiatives, such as community outreach or internal projects, by providing clerical and logistical assistance.

#### Other Duties as Assigned

- Perform additional responsibilities as required to support the evolving needs of the organization.

## Key Qualifications

- Education: High school diploma required; post-secondary education in business administration or a related field is an asset.
- Experience: Minimum of 2 years of experience in an administrative support role; experience supporting executives or senior management is preferred.
- Technical Skills: Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office technology.
- Communication Skills: Strong verbal and written communication skills.
- Organizational Skills: Excellent time management skills with the ability to prioritize and meet deadlines.
- Attention to Detail: High level of accuracy in all aspects of work.
- Confidentiality: Demonstrated ability to handle sensitive information with discretion.

## Attributes

- Professional demeanor with strong interpersonal skills.
- Proactive and resourceful, with the ability to anticipate needs and take initiative.
- Adaptable and flexible in a dynamic work environment.

## Application Process

Interested candidates are invited to submit their resume and a cover letter to [HumanResources@mncbc.ca](mailto:HumanResources@mncbc.ca) by March 28, 2025.

The Mississaugas of the Credit Business Limited Partnership (MCBLP) is committed to fostering an inclusive workplace that values diversity. We encourage applications from all qualified individuals.

You can also learn more about MCBC and MCBLP at: <https://mncbc.ca/>

