

# Downtown Community Safety Partnership

The Downtown Community Safety Partnership is looking for an experienced and self-motivated administrative professional to join our team.

The **Office Administrator** provides a broad range of responsibilities and will play an integral role on providing the overall administrative and office support to members of the Downtown Community Safety Partnership.

The successful candidate will work closely with the Director(s) by managing clerical duties, coordinating calendars, organizing meetings and assisting with multiple initiatives.

## **RESPONSIBILITIES:**

- Support the day-to-day operations by carrying out clerical duties, including answering phone calls, responding to emails, and preparing documents.
- Support meeting preparation (room bookings, preparation and delivery of agendas/materials/ minutes).
- Performing accounting tasks such as invoicing, planning and budget tracking.
- Coordinate project deliverables and ensure that all necessary tasks and deadlines for each project are realized in an efficient and timely manner.
- Provide administrative support to members of the Downtown Community Safety Partnership.
- Other Administrative projects that arise from time to time.

## **QUALIFICATIONS:**

- 2+ years' experience in an administrative capacity.
- Highly proficient PC-based skills including filing (paper & electronic) and computer skills (Microsoft Office: Word, Outlook, PowerPoint, Excel).
- Excellent error-free data entry skills (50 + WPM) and overall attention to detail.
- Being a gifted organizer able to effectively manage multiple and completing demands (and deadlines), and a diverse group of people.
- Ability to both take direction and be a self-starter capable of working independently.
- Demonstrate excellent problem-solving abilities.
- Exceptional customer service and communication skills, both verbal and written.

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- Sound judgment with the ability to maintain the utmost confidentiality, discretion and professionalism at all times.
- Sound interpersonal skills and judgment allowing for timely, relevant and professional communication with various internal (colleagues, leadership team, board members) and external (suppliers, customer, etc.) stakeholders.
- Ability to work full-time hours; Monday through Friday.
- Personal flexibility in scheduling to allow for timely response and attention to matters that may require evenings and weekends to meet the demands of the business.

To apply for this position, please email your resume and cover letter to [dcspshr@dcsp.ca](mailto:dcspshr@dcsp.ca) by **Monday, September 7, 2020**.

Please include **Office Administrator** in the subject line.

**We thank all that apply, however, only candidates selected for an interview will be contacted.**

**No phone calls please.**

*The Downtown Community Safety Partnership is committed to Employment Equity. Applicants should identify if they require accommodation during the competition process on a confidential basis.*