

Job Opportunity – Administrative Assistant - Huntsville

The Algonquin Forestry Authority (AFA), an Ontario Crown Agency, invites applications for a full time opportunity in the position of Administrative Assistant - Huntsville. The AFA is an innovative and progressive organization charged with ensuring the long term health of Algonquin Park forests while producing a sustainable supply of forest products for the industry subject to the Crown Forests Sustainability Act.

The Administrative Assistant will report to the Treasurer out of the main office in Huntsville, Ontario. Nestled in the heart of Muskoka, Ontario, Huntsville has a population of 19,000 and boasts most amenities including available housing. Huntsville is a thriving community with year round recreational opportunities, strong arts and culture society and full educational facilities. Arrowhead and Algonquin Provincial Parks are nearby and offers year round recreational facilities.

Website: www.huntsville.ca

What can I expect in this role?

In this role you will:

- Provide administrative services to the AFA office that support the strategic and operational responsibilities of the Crown agency. This includes all aspects of office work functions; producing and managing correspondence/reports, receiving inquiries, arranging meetings, maintaining databases/filing systems, spreadsheet presentation, ensuring material is accurate.
- Provide a range of services and coordination to support the AFA Board of Directors, Forest Certification Advisory Group and various project teams by arranging meetings, booking facilities and travel, coordinates and delivers meeting materials. Maintains up-to-date correspondence and information, posts information to internal and public website.
- Performs duties and responsibilities as defined in the Authority's Environmental and Sustainable Forest Management system including data input, tracking training and certification requirements.
- Maintain up-to-date office and electronic filing systems for all current correspondence, contracts, agreements, load tickets, invoices, scaling ledgers, weigh slips, tally sheets, accounts payable etc. Acts as resource to staff relating to filing or retrieving information.

How do I qualify?

Knowledge:

- Graduate of an Office Administration(Executive) Program, Business Diploma or equivalent combination of education or experience in a senior administration role
- Strong knowledge of office administration, procedures and processes
- Excellent knowledge of computers; ability to use word processing , spreadsheet and related software
- Demonstrated ability to maintain accurate data bases, computerized records and filing systems.
- Knowledge of website tools and techniques to update/maintain the AFA website along with understanding privacy and confidentiality guidelines to secure files/records, data.

- An understanding of Environmental Management Systems, certification processes and forest industry practices are considered assets.

Skills and Abilities:

- Excellent oral communication and client service skills to liaise with staff, Board of Directors, forest industry, stakeholder groups, vendors/suppliers and the public to respond to inquiries and requests.
- Strong written communication skills and proficiency in spelling, vocabulary, and in the application and usage of the English language to prepare routine correspondence, meeting minutes, reports, tracking documents and audit results.
- Good financial management abilities with an understanding of strong record keeping and tracking.
- Demonstrated competence with computer technology in a MSWindows environment, including word processing, database, spread sheet presentation and e-mail skills.

Analytical and problem solving skills:

- Reasoning, and problem solving skills to analyse and make recommendations for implementation, ensures respective audit results are tracked and reported.
- Strong time management skills to deal effectively with conflicting priorities, meet strict deadlines, fulfill obligations while remaining focussed in the face of multiple distractions.

Interpersonal and Communication skills:

- Ability to work independently in accordance with policies, procedures and established guidelines, yet contribute to the efforts of the overall team to achieve desired results. Situations may require dealing with unexpected issues requiring skills to develop options and provide recommendations for the most appropriate action.
- Demonstrated tact, good judgement and discretion; strong social and professional networking skills that can work towards building effective administration teams.

Organizational and project management skills:

- Provide administrative support to a variety of meetings, events and committees and must demonstrate initiative, creativity, and flexibility to adapt to changing demands and priorities.
- Organization, coordination, and project management skills to assist planning teams, audit teams and Board of Director initiatives in achieving the required outcomes. High degree of self-motivation, good judgement, adaptability, problem solving, reliability, organizational, attention to detail and conflict resolution skills.

Additional Information:

Location: Algonquin Forestry Authority
222 Main St. W., Huntsville, Ontario P1H 1Y1

Compensation: Min-Max \$ 31,660 - \$39,575 (commensurate with experience, under review)

Posted on: Tuesday, September 26, 2017

Closing date: Friday, October 13, 2017

How to apply:

- You must apply by e-mail
- Your cover letter and resume should not exceed five(5) pages
- Customize your letter and resume to the **qualifications** listed on the job ad. Use concrete examples, you must show how you have demonstrated the requirements for the job.
- Read the job description so you understand the job.

Interested candidates may apply in confidence via e-mail indicating “**Administrative Assistant**” in the subject line to:

Jeff Leavey, General Manager
email: jeff.leavey@algonquinforestry.on.ca

We thank all candidates for their interest, however only those selected for an interview will be contacted.

The AFA is an equal opportunity employer. If you require a disability-related accommodation, contact the AFA General Manager at the address above. Provide specific contact information.