



We're Recruiting For...

ADMINISTRATIVE ASSISTANT

Reporting to the Director of the Confederation Centre Art Gallery (CCAG), the Administrative Assistant is responsible for providing administrative support for the CCAG. **This is a temporary position for a six-month contract.**

The Administrative Assistant is responsible for a wide range of duties including but not limited to:

- Ensuring the efficient and smooth administration of the Gallery office
- Dealing with telephone, mail, and email enquiries and/or routing to appropriate staff;
- Preparing purchase orders and cheque requisitions, coding invoices, tracking expenses; handling petty cash,
- Organizing and scheduling meetings and preparing agendas and minutes as required
- Drafting, editing, proofreading, and distributing correspondence, reports, contracts, and meeting minutes with high attention to detail and accuracy;
- Coordination of grant applications and regular review of exhibition proposals,
- Preparing, maintaining, filing, archiving, disposing of records on all CCAG programs and ranging from contact lists, to exhibition files, donation offers, to complex financial and statistical reports;

In addition to being an organized, self-motivated individual who enjoys working with a team of professionals, applicants should possess the following qualifications:

- Post-secondary training in office administration;
- Minimum of 3 years of experience in administration, ideally in cultural sector;
- Experience and knowledge using Microsoft Office suite; Outlook; project administration, records and information management practices,
- Knowledge of art gallery programs, policies, and staff roles;
- Strong time management and organizational skills, and ability to prioritize and exercise good initiative and judgment;
- Excellent communication skills (comprehension, oral, and written, English);
- Strong interpersonal skills and ability to work well with co-workers, gallery visitors, artists, and volunteers;
- Ability to sustain physical activities including sitting, bending, reaching, lifting record boxes up to 15 kg;



- Awareness and commitment to working safely in a respectful work environment;
- Current first aid certificate and/or willingness to take first aid training

The following would be considered an asset:

- Experience with database software or project management software
- Bilingualism (comprehension, oral, and/or written, French)
- Interest in the visual arts

How To Apply

By email to careers@confederationcentre.com

Confederation Centre of the Arts is committed to promoting a diverse workplace culture. We encourage applications from the BIPOC community, persons with disabilities, and other under-represented groups. Where requested, we will provide accommodations to candidates for all aspects of the recruitment and selection process.

Closing Date January 11th, 2021 at 5 pm

Posted Date: **Thursday, January 4th 2021**

Title: Administrative Assistant

Wage Scale: The starting salary (0-6 months) is \$41,019 annually (2020-2021). This is a full-time position for 37.5 hours per week.