



Job posting: Executive Assistant, permanent, part-time (29 hrs/week)

Shortgrass Library System is looking for a forward-thinking Executive Assistant (EA) with great attention to detail to provide administrative and bookkeeping support for the organization.

The successful candidate should have superior organizational, customer service, problem solving and communication skills and be able to work without close supervision.

Reporting to the Chief Executive Officer, the Executive Assistant has responsibilities in 3 main areas:

- Administrative, financial & payroll support
- Facility support
- Board support

On the administrative side, the EA provides confidential administrative support to the CEO and System Management Team and acts as a communication hub for the organization. The EA also coordinates facility maintenance, supports the CEO in procuring cost estimates for necessary repairs/upgrades and is in charge of event-related arrangements, such as room bookings, catering, etc. The EA is responsible for compiling and distributing information for the monthly Library System Board package, as well as acting as the recording secretary at board meetings.

Qualifications:

- While the preferred qualification for this position is a Bachelor's degree and/or Business Administration diploma, candidates holding equivalent education and experience relating to the position may also be considered.
- A minimum of three years of bookkeeping experience.
- Knowledge of/experience with Sage and Excel spreadsheets is a must.
- Computer skills in a Windows environment, including knowledge and experience using office equipment such as PCs, printers, scanners and photocopiers, Microsoft Office, Google Apps and the internet.
- Most importantly, the successful candidate will be adaptable and highly organized.
- Excellent customer service skills.
- Adept at problem solving, planning and coordinating.
- Excellent communication skills, both oral and written.
- Self-starter who meets timelines to ensure all initiatives are completed on time.

- Ability to handle sensitive and confidential information in a professional manner.
- Experience working with community leaders, non-profit and volunteer Boards.
- Knowledge of FOIP guidelines for the non profit sector would be an asset.
- Ability to work in a busy team environment.
- Occupational Health & Safety Experience would be an asset.

This part-time position has a workweek of 29 hours and a competitive salary starting at \$41,501 per year. The position is eligible to participate in an extended benefit plan, as well as a pension plan. The successful candidate's salary will be determined based on experience and education. The anticipated start date for this position is Tuesday, October 15th, 2019.

Applications must include a cover letter, resume and contact information for 3 professional references.

All qualified candidates are encouraged to apply via email no later than Friday, October 4th, 2019 to:

Petra Mauerhoff, CEO

Shortgrass Library System

director@shortgrass.ca

Absolutely no phone calls or in person visits, please.

Shortgrass Library System thanks all applicants for their interest, however, only applicants selected for an interview will be contacted.