



A Natural Attraction

City of Quinte West

Job Description

Position: Administrative Assistant, Economic Development and Tourism Services

Department: Economic Development and Tourism Services

Reports to: Manager of Economic Development and Tourism Services

Purpose and Scope

This Administrative Assistant, Economic Development and Tourism Services is responsible for providing administrative support to the Manager of Economic Development and Tourism Services and to the Economic Development and Tourism Services division.

Duties and Responsibilities

This position will:

- Provide administrative duties including, but not limited to, word processing, minute taking, preparing agendas, photocopying, filing, etc.
- Provide telephone and counter reception duties for the department.
- Ensure completion and distribution of agendas and minutes to the Economic Development and Tourism Advisory Committee and to the various Special Event and Task Group Committees and provide administrative support as required.
- Assist with the maintaining and updating of information on the City website pertaining to the Economic Development and Tourism Services.
- Assist with the building of e-newsletters for both the Marina and Economic Development and Tourism Services.
- Create and maintain master contact lists for committees, business organizations and community groups.
- Assist with the processing and distribution of accounts payable and receivable invoices, ensuring accuracy and proper coding.

- Provide a variety of logistical services for the Manager including: arranging and booking travel, booking meeting rooms and arranging refreshments as needed.
- Assist in the preparation of invitations, notices and statistical information for the Division.
- Maintain and ensure adequate quantity of office supplies.
- Receive/distribute incoming/outgoing mail on a daily basis.
- Attend related training and development.
- Central File Liaison, responsible for maintaining department documents and files.
- Ensure adherence to the City's Occupational Health and Safety policies and City Policies and Procedures.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive or limited to the above.

Contacts:

Internal: The Manager of Economic Development and Tourism Services, Director of Planning and Development, Committee Members and other City Department Staff.

External: The General Public, Volunteers, User Groups, Community Agencies, Consultants and Solicitors.

Education/Specialized Training/Skills:

The incumbent must have:

- Community College Diploma in Business Administration or suitable equivalent.
- Demonstrated interpersonal and team skills.
- Proficiency in computer applications/programs including graphic art.
- Effective communication skills both written and verbal.
- Ability to work in a busy multi-faceted environment with proficient organizational skills.
- Sound knowledge of office methods and procedures.
- Valid Class G Driver's License and safe driving record.

Work Experience:

The position requires a minimum of two (2) years of experience in an administrative role preferably in a municipal environment.

Decision Making:

The position is responsible for providing timely, accurate reports to the Manager of Economic Development and Tourism Services and to respond to the decisions and directions generated by the same.

Supervision:

- Not applicable.

Work Environment

- Position works primarily within an open office environment.
- Attendance at day and evening meetings is required.
- May be required to attend events.



Manager of Economic Development
and Tourism Services

March 27, 2018

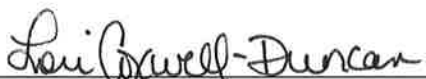
Date



Director of Planning and
Development Services

March 27, 2018

Date



Manager of Human Resources

March 27, 2018

Date

