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<i>Position Title:</i>	NAPEG Administrative Assistant
<i>Salary Range:</i>	Under Review
<i>Type of Position</i>	Full Time (37.5hours/week)

NAPEG is the regulatory organization established under the *Engineering and Geoscience Professions Act* to regulate the practices of professional engineering and professional geosciences, to govern the professions in accordance with the Act and by-laws, and to establish and maintain standards of knowledge, skill, care and professional ethics among its members and licensees, in order that the interests of the public may be served and protected.

DUTIES

The Administrative Assistant will report to the Office Manager and will provide reception services and administrative assistance, particularly in relation to processing of applications for registration. The Administrative Assistant will be required to maintain registrant files and general files, assist with accounts receivable, assist with supporting NAPEG committees, including assistance with preparations for the annual Professional Development Conference, Awards Banquet and Annual General Meeting, and other related office duties. This is a full-time position. Normal working hours are 8:30 am to 5:00 pm, Monday to Friday.

QUALIFICATIONS

The Administrative Assistant will have a high school diploma, formal office administration or secretarial training and/or relevant office experience, strong written and oral communications skills, sound organizational and computer skills, and the ability to work both independently and with a team. Proficiency in Microsoft Office Professional is required.

JOB DESCRIPTION

Working under the supervision of and reporting to the Office Manager, the Administrative Assistant will be responsible for:

1. Administration

- act as first point of contact (reception) for NAPEG through professional handling and/or routing of public inquiries, emails, faxes, incoming calls and/or visitors
- maintain public office space(s) to a professional office standard with an awareness of maintaining confidentiality of information, order and security
- confidently respond to and document requests from registrants, Council and NAPEG committee members – always forward requests and inquiries to the Office Manager and Executive Director when uncertain
- receive applications, send and file acknowledgment of receipt, request further information or documents, if needed, and set-up new files
- prepare and submit all new applicant files, in a timely-manner, to the Office Manager and to the Executive Director/Registrar for review
- provide further support for the registration process, following Council approval, by informing the new registrants of the approval and sending registration packages prepared in conjunction with the Office Manager
- process, track, distribute, and/or file incoming mail, faxes or deliveries
- process outgoing mail (including bulk mailings/email lists), faxes and/or deliveries
- periodically check and order office equipment and supplies to ensure maintenance and amounts that are adequate to meet demand
- use the NAPEG Data Base and the National Data Base for data entry, data updating and reporting
- maintain and update registrant files and the central filing system
- provide administrative support for travel, event planning, annual invoicing, collections, reporting and financial records, as requested
- support Office Manager and Executive Director with projects and assignments, as requested

2. Secretarial

- initial contact person to advise committee members of meeting times and locations and to track availability to attend meetings and events
- may be required to attend meetings and to record and transcribe minutes for various NAPEG committees, if requested to attend
- support committee meetings by printing or copying material for meetings, including agendas, minutes and support documents, arranging hospitality, setting up the Boardroom or other venue, and ensure the Boardroom is put back in order after meetings
- provide other secretarial services as assigned by the Office Manager or Executive Director

3. Communications/Functions

- ensure that all email correspondence is copied to the Office Manager and Executive Director to improve office communications and to ensure there is no duplication of effort or misunderstanding of information
- maintain and update email contact lists of committee members, Council and NAPEG registrants and distribute information by email, as requested
- update and post information and/or documents to the NAPEG Web Site
- prepare, proofread and distribute Newsletters, the Annual Report, Annual Directory, and other publications, as requested
- support NAPEG public relations activities for programs and events including Annual General Meeting, Annual Professional Development Conference and Awards Banquet, Engineering and Geoscience Week and the Annual Bridge Building Competition, Trade Shows, scholarships, school programs and/or other special events or meetings, as requested

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