



THE MEL JR. & MARTY
ZAJAC FOUNDATION
For Seniors & Children

Executive Assistant / Office Manager

Overview:

The Mel Jr. & Marty Zajac Foundation is a not-for-profit organization, first incorporated in 1987, whose mandate is to support children, seniors and those with special needs through innovative community projects focused on developing life-long skills and independence. Our current major focus is the Zajac Ranch for Children, a camp in Mission, BC, for children with serious and chronic illnesses and disabilities.

We are seeking an **Executive Assistant / Office Manager** to join our team. Reporting to the President and Chairman, the **Executive Assistant / Office Manager** will work as part of the team of staff and volunteers with a shared responsibility to ensure the success of the Foundation's vision and goals.

The **Executive Assistant / Office Manager** will be responsible for the overall office management of the Foundation office and will work in conjunction with the Chairman and President in developing and achieving project goals.

The **Executive Assistant / Office Manager** will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness and efficiency. The **Executive Assistant / Office Manager** is responsible for developing intra-office communication protocols, streamlining administrative procedures, office staff supervision and task delegation.

This position will be suitable for an energetic professional who doesn't mind wearing multiple hats. Experience in handling a wide range of administrative and executive support related tasks and the ability to work independently with little or no supervision is required. The successful candidate will be well organized, flexible and enjoy the administrative challenges of supporting an office of diverse people.

Responsibilities:

- Responsible for managing office services by ensuring office operations and procedures are organized and that clerical functions are properly assigned and monitored
- Responsible for recruiting staff for the office and providing orientation and training to new employees
- Evaluate and manage staff performance
- Participate in the planning and execution of company events as needed
- Responsible for scheduling AGM's, board and committee meetings and all meeting preparation. Attendance and minute taking.
- Maintain society membership lists.
- Maintain and update Foundation and Ranch staff job descriptions and assist in recruitment of qualified staff
- Executive support for projects as needed.

Requirements:

- Proven office management, administrative or executive assistant experience

- Minimum of five years experience as an Executive Assistant in a fast paced office environment.
- Must have exceptional organizational & time management skills
- Attention to detail and problem solving skills
- Excellent written and oral communication skills.
- Proven team player who can work on own initiative to plan and manage workload.
- Excellent working knowledge of computer systems, including MS Office
- Excellent time management skills and ability to multi-task and prioritise work
- Knowledge of accounting, data and administrative management practices and procedures
- Knowledge of clerical practices and procedures
- Knowledge of human resources management practices and procedures
- Knowledge of business and management principles
- Not for profit experience preferred.
- Marketing experience preferred.

Compensation: Commensurate with experience

Applicants should email their resume with a cover letter to:

Sheila Smith, Executive Assistant / Office Manager

The Mel Jr. & Marty Zajac Foundation

Email: ea-officemanager@zajac.com

NO PHONE CALLS PLEASE – ONLY QUALIFIED APPLICANTS WILL BE CONTACTED