



# OI Group of Companies

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**Hamilton, ON**

## **Executive Assistant – Non- Profit Organization**

Reporting to the Executive Director, the Executive Assistant provides administrative support to senior management in day to day operations of an indigenous non-profit housing association.

### **Responsibilities:**

- Reception duties; generate and respond to enquiries, emails, visitors
- Manage schedules and calendars for senior management
- Complete all travel and lodging reservations as required
- Process mail, complete expense reports, pay invoices and other related duties
- Coordinate meetings, seminars, workshops, special projects and events
- Attend meetings and minute taking as required
- Generate correspondence, draft reports, background documentation and presentations
- Maintain professionalism with internal and external stakeholders

### **Qualifications:**

- Previous experience working for a non-profit organization is preferred
- Candidate must have a diploma or degree in administration or business
- A minimum of 5 years office administration experience
- Strong office procedures and practices are required
- Demonstrated proficiency with MS Office products – Word, Excel, PowerPoint, Outlook
- Well-developed organizational and time management skills

### **To Apply:**

Email your resume to [apply@oigroup.ca](mailto:apply@oigroup.ca)

Telephone enquiries: 519-752-2230 ext. 227

End Date: November 30, 2018