

Administrative Assistant	Full Time – Monday to Friday 7:30 am to 4:00 pm (flexible)
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Reception

- Answer phones
- Check info@cedarbureau.org email and reply accordingly
 - Christine to advise/train

Computer Skills

- MS Office: Word, Excel and Outlook are key. PowerPoint is helpful. Access Database will be trained if not already part of skill set

Accounting

- Prepare expense reports for District Managers
- Filing vendors/members payables/receivables
- US/CDN petty cash reconciliation
- Accounts Receivable
 - Collections (requesting necessary information from bookkeeper)
 - Issuing membership certificate when payment received
 - Membership update forms (Access database)
- Handle occasional account communications with vendors/members – ensuring policies and procedures are in place
- Sorting, boxing and moving various accounting files (must be able to lift 35 pound boxes)
- Depositing Checks (CDN & US)

Warranty Administration

- Process limited lifetime warranty applications/transfers

Membership

- Send out membership application forms as requested
- Process paperwork and payment – prepare approval package for Board of Directors

FI

- Gather auditing information
- Track surveys

AIA

- Primary contact for AIA program/sign certificates, ensure compliance with program
- Assist in preparing PowerPoint presentations when needed for AIA
- Assist in ensuring DM's have literature packages and all necessary paperwork and sample for seminars

Tradeshows

- Coordinate between the District Manager and the accounting department to register for tradeshow, having required fees paid and ordering appropriate furniture and services
- Organizing any literature that the District Manager may need for the tradeshow.

AGM

- Assist with special event, registration, attendance and transportation

General

- Policy Manual Update
- Edit and Proof as needed
- Obtain quotes from vendors when requested
- Other duties as assigned

Skills and Traits

- IT aptitude
- Team Player
- Enjoys working on their own – comfortable working office alone at times and with remote satellite offices
- Loves customer service
- Good phone manner
- Fluent in English, written and oral – professional written and verbal communication
- Careful with technical details
- Organized
- Is capable of multitasking and can prioritize assignments as needed
- Able to lift 35 pounds and pitch in to help when needed
- Has reliable vehicle to get to/from work and to run errands
- Able to attend AGM and Planning Session, possibly local member meetings

Note: The CSSB is a fragrance free, non-smoking office.