

Administrative Assistant/Temporary Full-Time
Duration: April 29, 2019 – February 28, 2020
Location: Toronto

Purpose of the Position:

The Administrative Assistant is a full-time staff position that reports to and takes directions from the Director of Finance and Administrative Affairs. In addition to financial and reception duties, the position functions as an administrative assistant to the President. This position fosters positive relationships with our 2300 members, the public, government officials and other stakeholders. The role requires the ability to multitask, set priorities and function as an effective team member.

Duties and Responsibilities:

1. Membership and Financial Duties

Under the direction of the Director of Finance and Administrative Affairs, the Administrative Assistant supports the following financial activities:

1. Supporting the enhancement and maintenance of the membership list;
2. Entering Accounts Payable and Accounts Receivable information and data;
3. Undertaking other clerical duties related to the financial management of the OPA;
4. Assisting with revenue generating activities, such as event postings, accreditation of Continuing Education Programs and other “Market Place” activities, including reviewing specific “Listserv” to support members to access the revenue generating programs appropriately.

2. Reception Duties

The Administrative Assistant is responsible to the Director of Finance and Administrative Affairs for the following:

1. Responding to emails, phone calls and visitors to the office in a timely and supportive manner to enhance the image of the OPA and to address the specific issue or request;
2. Addressing as many issues and concerns from the public, members, and other government official, and stakeholders as possible or by redirecting the caller or visitor to the Director of Financial and Administrative Affairs or the President.
3. Supporting the public to “Find a Psychologist” on the OPA website, the OPA Referral Listserv or the College of Psychologists of Ontario’s website; and,

3. Administrative Duties

The Administrative Assistant, under the direction of the Director of Finance and Administrative Affairs, supports the President with the following:

1. Booking meetings for the President, other Board members, Committee Chairs and the Director of Special Projects and External Affairs;
2. Assist in collaboration with the Director of Special Projects and External Affairs with the postings on the website, publication of papers and other means of communicating with members, government officials and other stakeholders; and,
3. Assist in collaboration with the Conference/Workshop Coordinator to organize the Annual Conference, Workshops and Special Events.

4. Other duties as assigned by the Director of Finance and Administrative Affairs

Required Background and Experience:

1. A college degree and/or significant years of experience;
2. Knowledgeable of the basic accounting processes;
3. 2 to 5 years of experience addressing member and/or external and public relationships;
4. Excellent verbal and written communication skills;
5. Flexible, able to multitask and set priorities with the assistance of the Director of Finance and Administrative Affairs;
6. Able to function effectively in a team environment; and,

Knowledgeable re Microsoft office, QuickBooks accounting system and website management