

TEAM Job Description Administrative Assistant

Last modified: April 10, 2018

JOB DESCRIPTION AND FUNCTIONS

As a general description of the Employee's job functions, the parties acknowledge and agree that, until further notice, the *Administrative Assistant(s)*, reporting to the Executive Director, shall be responsible for the following:

- (a) Providing assistance to the Executive Director, Labour Relations Officer, Board and members:
- Maintain paper and electronic copies of documents in easily accessible filing systems;
 - Ensure all arrangements are made to allow for efficient and effective Executive Director, staff, Board and member meetings, including notices, venue, presentation equipment, food, sign-in sheets, etc.;
 - Arrange travel as required, including flight, hotel bookings etc. as authorized by the Executive Director;
 - As required, attend meetings, take notes and transcribe same into documents;
 - Screen, manage and redirect telephone calls and correspondence; and
 - Assist in preparing a Board pre-meeting package, including package compilation and distribution, and also requesting of reports from committee Chairs two weeks prior to such meetings.

- (b) Bookkeeping activities:

To protect the Union and Administrative Assistant(s) from bookkeeping or financial irregularities, many of the following tasks will be split between Administrative Assistants, or where only one Administrative Assistant is available, between an Administrative Assistant and one other member of staff.

- Utilize QuickBooks for TEAM's day-to-day bookkeeping, billing and payments, account reconciliation, budget tracking, monthly financial reports and annual audit preparation;
- Track and reimburse expenses incurred on TEAM business by the Executive Director, office staff, and TEAM members, as provided for under a Board policy, office policy or as authorized by the Executive Director;

- Receive bills, verify payment request validity, prepare cheques, obtain signatures, and remit payments;
- Verify membership numbers monthly, and prepare dues remittance for IFPTE, MFL, and WLC;
- Enter employee wages, benefits and other compensation information as provided by the Executive Director or his/her designate, into TEAM's bookkeeping application, and provide required information to BellMTS for employees on secondment to TEAM;
- Prepare and send invoices to IFPTE for office space contribution, vehicle allowance and wage adjustments for local IFPTE staff representative;
- Receive payments to TEAM, prepare deposits, and deposit funds in a timely manner
- Compile the monthly financial statement by the second week of each month from data exported from TEAM's bookkeeping application, and bank and investment statements.

(c) Maintaining membership and contractor information:

- Receive, file and maintain log of Job Postings and add successful applicant(s) on receipt of notification;
- Receive TEAM dues reports from BellMTS for each pay period, and import data into membership databases;
- Contact employees entering the bargaining unit and provide and process applications for TEAM membership;
- Log member requests for lateral transfers and advise member when request is nearing its expiry date, and to resubmit if still seeking a transfer;
- File and safeguard signed membership application forms, and ensure membership database updated accordingly;
- Update Leave of Absence (LOA), Long Term Disability (LTD), and 'No Longer Members' database;
- Review membership 'Changed' report and update database as applicable;
- Update member contact information in database and TEAM's primary email application; and
- Receive contractor list from BellMTS and confirm dues payment received; and
- Update membership database with TEAM event attendance etc.

(d) Performing Clerical and Other Office Duties:

- Post memos, Board meeting minutes, articles and documents to the TEAM website and social media environments as authorized by the Executive Director;
- Proofread outgoing correspondence as required;
- Compile and maintain membership communication distribution lists;
- Coordinate new member meetings with staff or as authorized, and duly released TEAM members as per the process defined in the Office Policy Manual.
- Compile and mail new member information packages, and prepare gift packages for retiring members;
- Issue member workplace Union business release requests;
- Ensure the office, including the boardroom and kitchen is tidy and ready to receive members and guests at all times;
- Ensure storeroom is tidy and materials are stored safely.
- Monitor and replenish stationery, photocopier supplies, coffee, refreshments etc.
- Receive notices of retirees, maintain retiree list, prepare retirement gifts, and arrange TEAM gift presenter;
- Receive notices of member death, maintain obituary list, prepare and send cheques to charities as indicated in the obituary and in accordance with Board Policy;
- Under direction of Scholarship Committee Chair or Executive Director or his/her designate, send notice and application forms for the TEAM scholarship to the members, receive and compile applications, and prepare for award event;
- Keep office files current and relevant;
- Coordinate provisioning of food and beverages for various functions held at the TEAM office or off site.
- Assisting at membership meetings with room preparation, member sign-in, ballot and information sheet distribution, directing members, and room clean-up as required.

(e) Supporting the Executive Director, office staff, and members as assigned by, or authorized by the Executive Director.
