

Job Description

Administrative Assistant – Risk Management

Nature of Work

Reporting to the Insurance and Risk Manager (in consultation with the Executive Director, the Director of Practice Management, and the Director of Custodianships), the position performs administrative and secretarial work and assists with related administrative responsibilities.

Key Responsibilities

- Prepare, review, edit, access and manage a wide range of legal documents, files, records, and correspondence of a confidential and privileged nature, ensuring high quality, accuracy, and comprehensiveness.
- Manage all incoming and outgoing mail, e-mail, faxes, and phone calls in a professional, confidential, organized, and efficient manner; act as a liaison as requested.
- Establish and maintain a current calendar of events and a deadline reminder system for assigned supervisors; arrange meetings, coordinate travel arrangements, and schedule appointments.
- Create and maintain filing systems (manual and electronic) and databases; enter and retrieve information and perform file searches.
- Serve as recording secretary, where requested; prepare agenda packages; arrange meeting logistics; prepare minutes, follow-up correspondence, and resolutions; and identify action items and ensure timely follow-up.
- Organize events; coordinate with external and internal parties, and prepare related documents; arrange logistics including location, food, equipment, and materials; register participants; assist with the set-up, and ensure all details are attended to.
- Prepare statements of account; receive incoming cheques and request outgoing cheques; prepare expense claims; close transactions; reconcile accounts, and perform related follow-up.
- Assist with knowledge sharing, mentoring, and training of co-workers and new employees as requested. Serve as a backup in other administrative roles as required.
- Ensure efficient records management including manual and computerized records in accordance with privacy and access to information legislation; archive and secure information ensuring confidentiality as required.
- Perform other related duties as required.

Qualifications

Graduation with a diploma in office administration from a recognized educational institution, supplemented by considerable office management experience in a busy office environment; or an equivalent combination of education and experience as determined by assessment.

Experience in a legal environment, basic accounting, and records management would be assets.

The following knowledge, skills, and attributes are also required:

- Knowledge of effective and efficient administrative/secretarial procedures and practices, and office procedures, practices, and etiquette.
- Demonstrated knowledge of Microsoft Office (Word, Outlook, PowerPoint, Excel).
- Aptitude for learning to use specialized databases.
- Excellent interpersonal and communication skills, both written and verbal.
- Effective organizational skills, forward-thinking, and attention to detail.
- Sound discretion, good judgment, and professionalism.
- Demonstrated initiative and the ability to work independently and contribute effectively to the team.

Executive Director

Effective Date: October 2022