JOB DESCRIPTION

TITLE: Administrative Assistant

SUPERVISORS TITLE: Executive Director, Strategy/COO

DEPARTMENT: Global Accountancy Professional Development

DIRECT REPORTS: None

FLSA STATUS: Full-time, Non-Exempt, Hourly

DATE: January 2015

I. POSITION SUMMARY

This position’s primary role is to provide exceptional administrative support to the Global Accountancy Professional Support and Global Accountancy Professional Development and its related meetings and groups (collectively referred to as GAP-D and GAP-S in this job description).

The position also provides general administrative support to the Deputy Director, Intellectual Property and the Technical Managers of the GAP-D and GAP-S, including travel management, clerical support, expense reconciliation, electronic file management and special projects as requested.

The position requires a person who is detailed oriented, confident and exercises initiative while maintaining a professional demeanor. To be successful the ideal candidate will work with minimal supervision, propose solutions to problems, and has excellent communication and interpersonal skills.

The administrative assistant will provide cross-functional support during periods of heavier activity. This requires the person to be able to work well in a diverse international team environment and provide support to other administrative assistants or managers.

II. RESPONSIBILITIES

Essential duties and responsibilities include those set out below. Other duties may be assigned to meet business needs.

- Providing administrative support including:
  - Expense report reconciliation.
  - Preparation of travel arrangements including visas and travel briefing documents.
  - Prepare, edit and format documents, presentations and spreadsheets.
  - Scheduling and organization of conference calls and webinars.
  - Maintain electronic and paper files.
  - Basic research, data compilation and database maintenance for projects and documents.

- Provide event planning support in preparation for international and domestic meetings, conferences and other events. This will include but not be limited to:
  - Compiling, posting documents to the IFAC website, and distributing materials for meetings, including collation of any required printed copies.
o Research host country visa requirements, travel advisories, etc.
o Process visas as required by host country.
o Helping to identify suitable hotel options.
o Facilitating the registration and attendance of meeting participants.
o Setting up and closing meeting facilities within IFAC offices for related meetings which liaising with Operations Staff to re-arrange furniture in meeting rooms, setting up microphones and clearing meeting rooms of catering.

• Provide backup support for other administrative staff and IFAC meetings, as required.

III. QUALIFICATIONS

• Minimum 2 years of related experience preferred or a combination of experience and training that enables all aspects of the position.
• Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Internet browsers.
• Must be able to interact and communicate with individuals at all levels of the organization.
• Excellent verbal, written and organizational skills.
• Ability to make decisions, exercise sound judgment and use initiative.
• Effective listening skills.
• Foreign language skills is a plus