JOB DESCRIPTION

TITLE: Administrative Assistant

SUPERVISORS TITLE: Senior Director, Quality & Membership

DEPARTMENT: Quality & Membership

DIRECT REPORTS: N/A

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

DATE: January 2015

I. POSITION SUMMARY

The Administrative Assistant’s primary role is to support the Chief Financial Officer Executive Director, Professional Relations (CFO), Senior Director, Quality & Membership (Senior Director), Director, Public Policy & Regulation, and Associate, Member Relations by performing a variety and range from routine to complex administrative, clerical and office duties, including oral and written communications, business contacts, calendar, meetings, travel and special projects. The Administrative Assistant receives general direction from the CFO and Senior Director, and interacts with directors and members of staff as well as IFAC Board members, senior officers and staff from IFAC’s member organizations, and officials from regulatory and other international institutions. The Administrative Assistant must understand the responsibilities, needs and priorities of the CFO and Senior Director and maintain a high level of confidentiality.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Provide timely and efficient administrative support to the CFO and Senior Director
  - Managing the CFO and Senior Director’s extensive calendar, sorting and filtering requests for the CFO and Senior Director’s time while ensuring strategic priorities are met in a timely manner. When appropriate, the Administrative Assistant should respond to requests on behalf of the Director; while referring higher level managerial requests to the CFO and Senior Director and/or other Directors, as appropriate;
  - Receiving the CFO and Senior Director correspondence and responding, directing, or flagging them as appropriate (the Administrative Assistant responds to routine questions and requests and refers higher level managerial requests to the CFO and Senior Director and/or directors, as appropriate);
  - Coordinating the CFO and Senior Director’s extensive travel program, including multiple international itineraries;
− Drafting letters in response to routine enquiries concerning CFO and Senior Director’s participation in external events, and other letters as appropriate.

− Provide timely and efficient general administrative support to Director, Public Policy & Regulation, Associate, Member Relations, Quality & Membership Staff, and Forum of Firms Staff (collectively referred to as “supervisors”).
  − Planning conference calls and meetings, including the logistical arrangements for multiple domestic and international conference calls and meetings;
  − Identifying the need for and assisting in the preparation of agenda materials for meetings which the supervisors’ attends;
  − Creating and modifying documents and presentations for internal and external use by supervisors;
  − Creating and maintaining files and records for historical and informational reference;
  − Assisting in the preparation of budgets related to the CFO and Senior Director, monitoring expenditures, and reporting on variances;
  − Preparing and coding the supervisor’s credit card statements and expense reports (including relevant meeting cards);
  − Work closely with the event planner to assist in preparation of the Compliance Advisory Panel meetings, Forum of Firms/Transnational Auditors Committee meetings, and other meetings as appropriate. Meetings could be in person or by telephone;
  − Assist in distribution of documents to member organizations and other stakeholders;
  − Performing special projects as directed by the CFO, Senior Director, and Associate, Member Relations, including the review, research, summarization or analysis of information;
  − Provide back-up administrative assistance to the Quality & Membership and Forum of Firms team assistant as required; and
  − Provide backup support for other administrative staff as required.
III. QUALIFICATIONS

- Experience and Training:
  - Bachelor’s degree and a minimum of 3 years of related experience preferred.

- Skills:
  - Proficiency in MS Office Suite (Word, Excel, Outlook, PowerPoint, Access) and Internet Explorer/Google Chrome
  - Excellent written and verbal communications skills
  - Excellent project management and organizational skills
  - Excellent interpersonal skills and collaborative approach to teamwork
  - Attention to detail in composing, typing and proofing materials, establishing priorities, flagging items for supervisors attention and meeting deadlines
  - Clear understanding of processes and procedures for routine and non-routine administrative tasks
  - A firm sense of responsibility
  - Foreign language skills a plus
  - iMIS experience a plus

- Ability to:
  - Maintain a high level of confidentiality
  - Work jointly with other directors and staff
  - Identify opportunities and work with little direct supervision
  - Work independently on assigned tasks as well as to accept direction on given assignments
  - Make decisions and exercise sound judgment and use initiative.
  - Handle multiple projects simultaneously

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Employee Signature/Date