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## TOURISM ADMINISTRATIVE ASSISTANT

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**Summary:** The Tourism Administrative Assistant reports directly to the Tourism Manager, providing full time administrative support for day to day bookkeeping, office administration and clerical support of tourism initiatives.

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### Details:

- Contract period: April 2010 - March 31, 2012 unless otherwise extended
- 35-40 hours per week
- Remuneration: \$23,660 per annum

### Administrative/Clerical

- Provides administrative support to Tourism and Marketing Managers and is responsible for correspondence, database management, research for reports, projects and presentations, scheduling of appointments, etc. This includes composing, preparing, proof-reading and filing of routine and confidential correspondence, reports, minutes, emails, spreadsheets, forms and memoranda.
- Performs reception duties to ensure proper handling of tourism related inquiries, applications, and follow-up
- Receives incoming mail, distributes to appropriate staff.
- Maintains inventory of supplies on hand, ordering of supplies as needed
- Assists Tourism and Marketing Managers in tracking expenditures, budgeting and reporting for day to day bookkeeping and payroll administration.
- Oversees the collection and recording of tourism statistics and tracking. Analyzes information and develops reports for management purposes.
- Assist with preparation of monthly expense reports/petty cash, etc. if/as needed
- Confirms and codes invoices; verifies purchases and packing slip prices and codes to the correct G/L. Responsible for accounts payable / receivable.
- Oversees tourism information mailouts and correspondence. Including shipping of tourism guides and maps to distribution points around Ontario.
- Aid in the monitoring of Tourism web sites (verifying links, posted information, requesting permission to post content, ensuring that all recent tourism projects are showcased for an appropriate length of time, then moved to appropriate content-based page on site.)
- Assemble information packages and complete mailouts for various tourism initiatives
- Other duties as assigned.

## **Knowledge, Skills, and Abilities**

- Two years Office Administration diploma at post secondary level or an acceptable equivalent of formal education and practical experience that can be applied to this position.
- Two years demonstrated experience in clerical support, preferably at the assistant level, with the ability to organize managerial workload.
- Minimum two years experience in day to day office bookkeeping, including accounts payable/receivable
- Good research skills and statistical information collection and reporting is an asset.
- Exceptional communication, organizational and customer service skills
- Experience in database development, management and maintenance
- Fluent in the use of all Microsoft Office (Word, Excel, PowerPoint, Access) products
- Familiarity of Adobe CS3 Design Premium (Illustrator, InDesign, Photoshop, and Dreamweaver) an asset
- Ability to work with minimal supervision
- Able to set priorities, work towards goals, and report on progress accordingly
- Valid driver's license and access to a reliable vehicle on a daily basis is required