

Job Title: Administrative Assistant

Department: Corporate

Report to: President and General Manager

Summary:

Provide administrative support and in a well-organized and timely manner. The Administrative Assistant will have the ability to work independently on projects, from conception to completion, and must be mentally and emotionally mature, able to work well under pressure to handle a wide variety of activities and confidential matters with discretion.

Responsibilities

- Act as a point of contact between the Company and internal/external clients.
- Prepare and edit correspondence, communications, presentations and other documents
- File and retrieve documents and reference materials
- Conduct research, collect and analyze data to prepare reports and documents
- Manage and maintain HMC associates schedules, appointments and travel arrangements
- Arrange and coordinate meetings and events
- Record, transcribe and distribute minutes of meetings
- Answer and manage incoming calls
- Receive and interact with incoming visitors
- Expense report Management and data entry
- Liaise with internal staff at all levels
- Interact with external clients
- Coordinate project-based work
- Review operating practices and implement improvements where necessary
- Office Event Coordination including Breakfast, Lunch and Dinners

Education and Experience

- Minimum 3 years' Administrative Assistant experience, some marketing experience helpful
- Proficient computer skills and expert knowledge of Microsoft Office, including CRM, knowledge of standard office administrative practices and procedures
- 2 year Degree or equivalent

Key Competencies

- Ability to multitask and prioritize daily workload
- Organizational and planning skills
- High sense of urgency with prompt response time
- High level verbal and written communication skills
- Information gathering and monitoring skills
- Problem analysis and problem solving skills
- Judgment and decision-making ability
- Forward thinker, who actively seeks opportunities and proposes solutions

- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Team member
- Attention to detail and accuracy
- Works well under pressure
- Mentally and emotionally mature

Skills/Qualifications:

Travel logistics, Scheduling, Presentation skills, self-confidence, Meeting Management, Client Relationship, Written communication, Promoting Process Improvement, Decision making, administrative writing skills, Sporting Event Ticket Purchases, Trade Show Event Coordination,