

JOB TITLE: Administrative Assistant II	JOB TYPE: Permanent
HOURS OF WORK: 35 hours/week	SALARY RANGE: \$47,977 - \$60,505/year
POSTING DATE: April 18, 2018	CLOSING DATE: May 11, 2018

Reporting to the Director, Sales & Marketing, the Administrative Assistant will provide administrative support to the Director of Sales & Marketing and the division.

Major Responsibilities:

- Prepare/draft client communications, including NewsLink, client event invites and RSVP's
- Maintain and update the system administration and master tables for the EBMS database and liaise with suppliers and internal IT staff for system maintenance and upgrades, and train all users
- Review, and direct the processing of correspondence and initiate responses on a variety of matters not requiring the personal attention of the Director
- Schedule appointments and meetings and ensure the Director is prepared for commitments
- Handle inquiries and requests for information from all levels of staff and external parties related to the division, including website and AODA inquiries
- Prepare monthly financial reports for division revenue and expense budgets
- In consultation with management, prepare revenue/forecast/variance reports as required
 Prepare monthly sales reports
- Prepare annual reports on utilization and statistics for industry benchmarking
- Oversee and organize necessary information to update Event Guides, and research projects.
- · Respond to website inquiries and/or redirect to appropriate staff
- Maintain division files and other record keeping systems
- Perform other duties as assigned

Key Qualifications

- 1. Several years' experience performing administrative duties to senior management preferably in a sales/marketing or public relations environment.
- 2. Experience utilizing software packages (word processing, spreadsheets, databases and electronic mail), electronic calendar and the ability to utilize other software packages relevant to supporting the division's core requirements, including event booking management system (EBMS) would be an asset.
- 3. Excellent interpersonal skills with the ability to communicate effectively both verbally and written.
- 4. Good organizational skills including the ability to prioritize and meet strict deadlines with attention to detail.
- 5. Demonstrated ability to handle confidential documents and reports.
- 6. Proven customer service skills.
- 7. Post-secondary education pertinent to the job function an asset.

How to Apply:

To apply for this position, mail, fax, e-mail or hand deliver resume/application and cover letter which describes your qualifications in relation to the qualifications required to: P. Woods, Human Resources Division, 100 Princes' Boulevard, Suite 1, Exhibition Place, Toronto, Ontario, M6K 3C3. Fax (416) 263-3690 or by e-mail to humanresources@explace.on.ca

Accommodation:

Exhibition Place is committed to fostering a positive and progressive workforce. We will provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act and Exhibition Place's Accommodation Policy. You can request accommodation at any stage of our hiring process.

If you are invited to participate in the assessment process, we ask that you provide your accommodation needs in advance at that time. Please be advised that you may be requested to provide medical/other documentation to Human Resources to ensure that appropriate accommodation is provided to you throughout the process.

We thank all applicants, however, only those who meet the minimum qualifications will be considered for review.