



EBFA is a non-profit organization formed in 1993 to provide administrative services to multi-employer pension, health and welfare, and education trust funds for IBEW Local Union 424 plan members. EBFA provides support to five Boards and their committees.

We are seeking an Administrative Assistant.

This position works with the Executive Assistants in support of Board members in a fast-paced and cooperative work atmosphere.

We are offering the following:

- A permanent full-time position in a 35-hour work week with regular business hours.
- Great opportunity to learn about board governance and benefit plans.
- Compensation starting at \$22.85 an hour plus employer-paid pension and benefits.

Job Duties

- Provide general administrative support to the Chief Administrative and Chief Financial Officers and two Executive Assistants
- Take on a supporting role in the preparation of presentations, spreadsheets, documents, notes, reports, and correspondence
- Complete day-to-day tasks involving filing, scanning, and document management (electronic and paper)
- Act as an administrative resource person on designated projects (i.e. research of records, insurance renewals)
- Assist with meeting logistics including scheduling, preparation of agendas, and, if required, conference/travel arrangements
- Assist or lead on event planning such as retirement recognitions and the Annual Open House
- Circulate reports and information to the Board, staff, and service providers
- Set up boardrooms, coordinate catering for lunches, and assist guests to join the meetings
- Other duties as assigned

Qualifications

- Positive attitude and excellent interpersonal skills
- Advanced computer skills including MS Office (Word, Excel, Adobe, Outlook, PowerPoint)
- Critical thinking aptitude
- Post-secondary education
- Experience in a related administrative role is preferred
- Strong organizational skills and ability to prioritize tasks
- Excellent verbal and written communication skills
- A professional and client-focused approach to service

To apply for this opportunity, please email your resume to careers@ebfa.ca