



## **Job description**

Bilingual Administrative Assistant

Full-time position

Reporting to the Executive Director, the Administrative Assistant is responsible for providing quality administrative support for the management of the office and the smooth operation of the FNBFA as a whole.

The bilingual (French and English) incumbent:

- is responsible for ensuring the effective operation of all information technologies used by the Federation (including but not limited to software used by the Federation, access to news media, social media, to the operation and updating of the website);
- assists the Executive Director in searching for higher education facts and publications – sometimes on other subject matters;
- assists the Executive Director in consolidating and analysing information/data and publishing findings;
- updates new or existing databases;
- updates the FNBFA website;
- coordinates all that is needed for meetings, attends meetings (virtual or in person) and writes draft minutes;
- performs tasks related to business arising from meetings;
- performs a few tasks related to accounting in collaboration with the FNBFA accounting service;
- assists with the preparation of the annual FNBFA budget;
- coordinates arrangements for special events such as conferences and workshops offered (virtually or in person) by the Federation;
- assists in preparing periodic reports and surveys as required by different government agencies;
- revises texts in either official language (or both);
- formats correspondence and documents;
- writes administrative letters of a technical nature;
- assists the Executive Director in formulating and maintaining procedures manuals and calendars;
- opens and processes mail;
- ensures procurement of office supplies and filing of documents;
- receives and filters telephone calls and e-mails and responds to general inquiries in French or in English;

- performs other assigned duties as directed by the Executive Director and/or board members.