



POSTING

Position Title: Office Assistant
Department: Administration
Position FTE: Permanent, Full-Time (FTE = 1)
Location: Ottawa, Ontario

Reporting Structure: **Reports to:** Executive Director
 Supervision: Executive Assistant to the Executive Director

Description of Position's Duties and Responsibilities:

The Office Assistant will provide exceptional customer service via telephone and in person as they manage the main entrance reception area. As first contact with guests and employees, the Office Assistant is the front-line representative for the Conservative Party of Canada.

Responsibilities include:

- Answer, screen, and direct calls/visitors to the appropriate person or department. This includes contact with key stakeholders including party members, MP's, government departments, candidates and vendors.
- Greet and welcome all visitors.
- Management of all boardroom calendars.
- Maintain and distribute contact lists.
- Sort and distribute incoming mail and courier packages. Organize and track outgoing courier packages.
- Open, sort, and track membership mail on a daily basis, ensuring that mail flow to the processing unit is timely and organized.
- Assist in answering and tracking general inquiries from constituents by phone.
- Tidy the common areas of the office daily or as required, including the boardroom.
- Assist with the orientation and onboarding of new employees.
- Assist in the supervision of phone banking activities.
- Operate and oversee scheduling of maintenance for mailing equipment
- Assist with office safety requirements.
- Provide administrative support to office staff as needed.

Position Requirements:

Education:

- Successful completion of relevant college diploma or equivalency in related work experience/secondary school certificate.

Experience:

- At least 2 years' experience in an administrative or customer service role.

Language Requirements:

- English (French is an asset).

Knowledge, Skills, And Abilities Required:

- Friendly and pleasant with strong interpersonal and teamwork skills.
- Ability to plan, schedule and coordinate multiple activities in a deadline-driven environment with changing priorities and requirements. Effective organizational skills and the ability to take initiative are essential.
- Strong oral and written communication skills.
- Excellent customer service skills and the ability to handle difficult callers.
- Proficient ability to use computers and Office base software (Word, Excel, PowerPoint, Excel, Outlook).
- Ability to maintain confidentiality at all times.
- Organized, good judgement and the ability to work independently.
- Diplomacy and understanding when dealing with members, donors, and the public.
- Knowledge of the overall structure of the Conservative Party of Canada.

Knowledge Desirable:

- General office administration.
- Knowledgeable about the Canadian federal political system and the principles, policies and culture of the Conservative Party of Canada.

Interested candidates should submit their resume by March 15th to:

**Conservative Party of Canada
130 Albert Street Suite 1720
Ottawa, ON K1P 5G4
Fax: 613.755.2001
Email: jobs@conservative.ca**

Only candidates selected for an interview will be notified. We thank all applicants for their interest in working for the Conservative Fund Canada / Conservative Party of Canada