

Part Time Administrative Assistant Opportunity

If you are recently retired or looking for a part time opportunity this may be the position for you! Put the skills you have acquired over your career to good use. We are Nova Scotia Government Retired Employees Association (NSGREA), a 3200 non-profit retirees group focused on enhancing the financial and social quality of life for our members. We currently require the services of an experienced Administrative Assistant, 9 hours a week to carry out day-to-day administrative duties at the office located in Lower Sackville, Nova Scotia. The office is open Monday, Wednesday and Friday from 10:00 to 1:00.

You would be working with a paid office clerk and a small group of delightful volunteers – one to three of them on any given day would be in the office with you. You would have primary responsibility for the smooth and efficient day-to-day operations in the office. We have a membership database to be maintained and updated, office supplies and equipment to be monitored, and emails and mass emails to be managed. You would share responsibility for answering the phone and returning voice mail messages and managing large mailouts. You would also assist with supporting the Provincial Executive (7). You may also contribute to the development of office policies.

Key responsibilities

- Maintain a well-organized and efficient office environment.
- Work effectively in a team environment with the Office Clerk and Provincial Executive volunteers.
- Maintain positive relationships with members, Provincial Executive, Regional Presidents and others through a customer service orientation.
- Manage the membership database of 3200 (Access),
- Maintain supplies, and equipment, including coordinating maintenance and IT support as needed.
- Maintain confidentiality with all written and verbal interactions within the office.
- Assist the Membership Secretary with logistics for the Annual Convention

- Assist with orienting new employees and volunteers
- Assisting in the handling of questions or complaints.
- Function as a primary point of contact for internal and external communications from members and prospective members.
- Other duties as required.

Required skills and qualifications.

- High school diploma or equivalent; a degree in Business Administration or a related field is an asset.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint).
- Proven organizational, time management, and multitasking abilities.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality.
- Familiarity with NSGEU and NSGREA an asset

**Submit to NSGREA 477 Cobequid Rd. Unit 2, Lower Sackville, NS, B4C 4E9,
Or via email to office@nsgrea.ca**