



(WAMEA)

Administrative Assistant Job Description

Including, but not limited to, the following:

- 1) First point of contact for the Association
- 2) Administration services for the Association and correspondence on behalf of the Association
- 3) Pick up and distribute mail to the appropriate people
- 4) Compile and keep current the membership list, complete with issuing of membership cards in a timely fashion
- 5) Mail outs for the Association
- 6) Banking deposit and basic bookkeeping of deposits and withdrawals
- 7) Collection point of expenses receipts for the Association
- 8) Completing the required government forms and submitting them to the appropriate bodies
- 9) Booking travel arrangements for Directors when travel is required
- 10) Appreciation letters for Board of Director members
- 11) Minutes of Board of Directors' meetings, including the AGM
- 12) Booking of facilities, co-ordinating conference calling and arranging food for Board of Directors' meetings – locations may vary
- 13) Mini meeting arrangements for food and facilities in YYC and YEG
- 14) Symposium registration and receipts
- 15) Mini course registration at the Symposium

This position requires about 20 hours per month for 10 months of the year, July and August off, compensation to be negotiated at industry rates. For further details please contact any of the listed directors on our 'The Board' page of www.wamea.com or send an email to: contact@wamea.com