

Position: Office Administrator

Organization: Filipino-Canadian Association of Saskatchewan (FILCAS)

Pay: \$25 - \$27 per hour

Job type: Permanent, Part-Time

Work schedule: maximum 20hrs per week depending on activities.

Work location: Hybrid

Position overview: Reporting to the Operations Director, the Office Administrator will play an important role in ensuring the smooth operation of our Saskatoon office. This individual will be responsible for supporting the board of directors, ensures smooth day-to-day operations, assists in events and other networking activities.

Key responsibilities:

- Coordinate with Finance on Accounts Payables, Accounts Receivables and Expense Reimbursements
- Manage schedules, appointments, and travel arrangements for Executives.
- Maintain office efficiency by planning and implementing office procedures.
- Handle correspondence, record incoming calls and inquiries and maintain filing systems.
- Serve as the point of contact for external queries, facility management and maintenance requests.
- Coordinate and assists in office events and networking activities.
- Ensure compliance with company policies, office procedures and industry standards
- Perform inventory of FILCAS cultural assets and office equipment annually
- Maintain and administer membership database.
- Keep track of possible funding opportunities (or create project and apply for funding)
- Attend meetings on behalf of the board as needed.
- Maintain communication with board executive as needed (meeting results or decision)

Qualifications:

- 1-2 years of proven experience as an Office Administrator or related positions
- Administrative Assistant diploma/certificate preferred.
- Proficiency in Microsoft 365 and SharePoint
- Strong organizational and planning skills
- Excellent communication and interpersonal abilities
- Bilingual, familiar with Filipino culture and communities
- Knowledge of accounting, data, and administrative management practices
- Experienced in grant writing, funding application and taking of meeting minutes, an asset
- Ability to function co-operatively and collaboratively with members, directors and other stakeholders, exercise good judgement, exercise initiative and manage shifting priorities.

- Ability to maintain confidentiality and integrity in all aspects of work.

What we offer:

- Networking opportunities
- A dynamic and supportive work environment
- Opportunities for professional growth and development

How to apply: Please send your resume to Virginia Tomas at info@filcas.ca with the subject line "Office Administrator Application." We thank all applicants for their interest, only those selected for an interview will be contacted.

About us: The Filipino-Canadian Association of Saskatchewan (FILCAS) is a nonprofit organization that serves the Filipino community in Saskatchewan, Canada. Established in 1973, FILCAS aims to promote and preserve Filipino culture within the province. In 2020, the organization changed our name from "Saskatoon" to "Saskatchewan" to better reflect its membership of Filipino-Canadians throughout the province. FILCAS is managed by a board of directors elected by its members and organizes various cultural events and activities.