



Agricultural Manufacturers of Canada

AGRICULTURAL MANUFACTURERS OF CANADA ADMINISTRATIVE ASSISTANT

ABOUT AMC

The Agricultural Manufacturers of Canada (AMC) is a national, member-driven industry association representing just over 250 agricultural equipment manufacturers and associated suppliers. Established in 1970, our mission is to “foster and promote the growth and development of the agricultural equipment manufacturing industry in Canada.”

Our small, motivated team works in a “virtual office” environment in locations across Canada. As a member of the AMC team you will enjoy a great work life balance, supportive leadership and colleagues, and the essential tools required to set you up for success in your role. Other perks include a comprehensive benefits package, flexible work schedules, paid time off, RRSP matching programs and more.

JOB DESCRIPTION

ABOUT THE ROLE

We are looking for an administrative assistant in the Edmonton area to provide administrative support to the AMC team. The successful candidate must be efficient and comfortable being a member of a small, dynamic team operating within a fast paced, virtual office environment. The ability to prioritize, multi-task, maintain complex schedules and manage administrative support is essential in this position. The ideal candidate for this role is a self-starter and a good problem solver who is well organized and resourceful. Ensuring a steady completion of workload in a timely manner is key to success in this position.

RESPONSIBILITIES

- Receptionist activities such as responding to or directing inquiries made via phone and email on a daily basis.
 - Manage the organization’s incoming and outgoing mail.
 - Generate memos, emails and presentations as required.
 - Proofread communications prepared by other team members.
 - Work with accounting vendor on accounts receivables and payables.
 - Board secretary activities such as meeting planning, scheduling, notetaking, agendas, etc.
 - Logistic planning and scheduling on behalf of the team.
 - Support AMC team on events as necessary.
 - Perform other administrative activities to support the AMC team, as necessary or as assigned.
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JOB SKILLS AND KNOWLEDGE

- Exceptional oral and written communication skills.
- Detail oriented and comfortable working in a fast-paced, results driven environment.
- Knowledge of office management systems and procedures.
- Proficiency in MS Office with expertise in Outlook, Microsoft Word, PowerPoint and Excel.
- Ability to prioritize and manage several projects and tasks simultaneously.
- Excellent organization and time management skills.
- Customer focused - seeks to consistently provide value to members.
- Team player with ability to work independently.
- Comfortable using current social media platforms.
- Experience managing accounts payable and receivables an asset.

EDUCATION AND EXPERIENCE

- 2+ year previous administrative experience.
- Bachelor's degree or college diploma required.

EMPLOYMENT TERMS AND CONDITIONS

- This is a work from home position, located in Edmonton, Alberta. Must have access to high speed internet and adequate space at home so as to operate a home office.
- Must be diligent with working independently in a home office environment with minimal supervision.
- Must be responsive to the needs of the AMC team and our members.
- Full time position, 40 hours/week.
- Our standard work week is Monday to Friday, from 8:00 a.m. to 5:00 p.m. but work related activities and events will require additional hours and travel.
- Comprehensive remuneration plan, health and dental benefits following the conclusion of the probationary period.
- Opportunity to participate in our 5% RRSP matching program following the conclusion of the probationary period.
- Must adhere to AMC policies and procedures, including confidentiality of Board decisions and overall activities.
- Reports directly to the Executive Director.

TO APPLY:

- Please send your cover letter and resume to admin@a-m-c.ca
 - All applications will be kept in confidence.
 - We thank all applicants, but only those selected for interview will be contacted.
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