

ACTRA

ACTRA (Alliance of Canadian Cinema, Television and Radio Artists) is the national union of over 28,000 professional performers working in English-language recorded media in Canada, including TV, film, radio, and digital media. ACTRA's principal role is to negotiate, administer and enforce collective agreements to provide performers with equitable compensation as well as safe and reasonable working conditions.

Are you meticulous at keeping the flow of work organized and when things don't go as planned you pivot to get the job done?

Do you want to work with a dedicated team of professionals? If so, come join the movement - you'll be in good company

ACTRA National is seeking a full-time

Administrative Assistant - Administration

Position Scope:

Under the direction of the Senior Director of Finance, ITDS and Operations the Administrative Assistant – Administration will work in collaboration with internal and external teams and stakeholders across the organization to ensure the efficient operation and highest standard of service.

Responsibilities:

- Provide administrative support for the Senior Director as required.
- Develop relationships and deal regularly with internal and external stakeholders including branch staff, members, legal counsel, senior directors, the National Council and the National Executive
- Responsible for file management including organizing documents, record management (electronic and hard copy), for the administration area.
- Assist with preparation/coordination of documents including, letters, memos, agendas, minutes and action items as needed.
- Calendar management for the Senior Director, National Executive and National Council including scheduling, organization, and administration of meetings for virtual, in-person and off-site meetings and events.
- Coordinate booking meeting space, organizing food, ensuring supplies and support materials are present.
- Preparing meeting/event materials for internal or external meetings
- Planning and organizing social events such as dinners and receptions.
- Coordinate travel and accommodation arrangements for on site or off site meetings and events and tracking the confirmed attendees.
- Obtaining and comparing quotes from service providers for travel, accommodations and events.
- Provide support with updating and reviewing of agreements, forms and documents including photocopying and scanning documents and correspondence for mailings and

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distribution.

- Accountable for reconciliation of event invoices to ensure contractual obligations are met and invoices are paid promptly.
- Responsible for tracking and allocation of meeting and event expenses to ensure that the costs are allocated to the appropriate budget line.
- Other related duties and projects generally considered to be within the job category.

Qualifications:

- Post Secondary education in office administration.
- Certificate in office administration management preferred.
- Minimum of three (3) years relevant experience required.
- Strong attention to detail and ability to handle multiple tasks assigned, often with competing deadlines.
- Excellent written, oral, and telephone communication skills.
- Strong problem identification and problem resolution skills.
- Self-starter who can take responsibility for tasks set.
- Strong customer service mindset.
- Ability to coordinate schedules, find optimal times for meetings, take citable minutes and support technology and other needs for meetings with discretion and sensitivity to member and team dynamics.
- Handle highly sensitive and confidential matters relating to the daily activity of the team
- Ability to plan events and coordinate supplies, travel, and bookings.
- Excellent ability to multi-task and handle multiple high priority items often with tight deadlines.
- Advanced computer literacy in the Microsoft group of programs and complimentary programs (MS Word, Excel, Access, PowerPoint, Outlook Calendar, Zoom, Microsoft Teams and Doodle).
- Experience understanding database queries for reporting, business information and relating information to internal and external stakeholders.
- Strong interpersonal skills.

Application Process:

Interested applicants are invited to submit a resume and cover letter to humanresources@actra.ca **quoting 2023-02 'Administrative Assistant-Administration' in the email subject line.**

ACTRA is committed to employment and pay equity and we encourage applications from all equity seeking groups, including but not limited to, Indigenous and other racialized communities, people with disabilities, and 2SLGBTQIA+ communities. In compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources.

Thank you for your interest in joining us. Only those selected for an interview will be contacted.