

Sample: Classified Ad

OFFICE MANAGER

A main street retail business association requires an Office Manager / Co-ordinator / Executive Director to the Board of Management.

- This full-time position requires an individual with excellent communication skills, both verbal and written.
- Must be highly organized, self-motivated and possess basic computer skills.
- Knowledge of municipal government structure and operation is an asset.

Send resume: Address / Fax / E-mail

Deadline: Date

Sample: Classified Ad

Job Title: Project Administrator

Contract Term: Seven months

Reporting to the Board of Management, the individual will make use of his/her expertise and knowledge of both public and private sector resources to assist the Board in fulfilling the BIA's goals.

The individual must:

- Assist in the coordination of joint partnerships between the BIA, the City and other stakeholders
- Provide support services for committee meetings
- Complete other duties that may arise through new association direction.

The individual must be skilled in project administration. Working with the Chair,

the Project Administrator will be responsible for administering the BIA Employment Study, the BIA Business Directory and researching alternative association funding mechanisms.

Duties will include assisting in the preparation and organization of marketing and business seminars and other associated functions.

Qualifications

- BA or equivalent work experience in business, planning, communications or economics.
- Exceptional inter-personal skills and strong written and verbal communication skills.
- An understanding of the municipal governance structure and process.
- Ability to work within an environment of diverse interests and operation structures.
- Self-directed and the ability to work independently.
- Strong organization skills.
- Computer application skills, specifically word processing, spreadsheet maintenance.
- Use of personal computer.
- Use of personal vehicle.

Send resume to: Address / Fax / E-mail

Deadline: Date