

City Of Kenora
Temporary Full Time Administrative Assistant – The Muse
Up to 12 months
External Job Posting

Kenora provides a high quality of life for residents and unforgettable experiences for visitors by celebrating and embracing the community's rich heritage, diversity, and natural environment.

DEPARTMENT	The Muse	HOURS OF WORK	Tuesday to Saturday
CLASSIFICATION	Non-Union	SALARY	Starting at \$44,000/year

Reporting to the Manager of the Muse, the Administrative Assistant will be responsible for providing administrative support to the Art Centre & Lake of the Woods Museum. This will include bookkeeping functions, reception, customer service, and general clerical and secretarial duties.

This position requires a high level customer service and organizational skills, with the ability to anticipate needs and prioritize workload.

The Administrative Assistant will:

- Provide clerical support to Manager of the Muse by preparing and maintaining agendas for meetings and Board committees, minute taking, and preparing applicable reports
- Greet visitors, receive admissions, process gift shop transactions, and answer phone calls
- Manage facility rentals and tour/program registration, and process associated payments
- Perform bookkeeping tasks such as invoicing, monthly financial statements, grant expensing, accounts payable, and audit preparation
- Assist with distributing marketing materials and social media outreach for programs, exhibitions and events
- Other duties as assigned

Qualifications:

- Grade 12 Diploma or equivalent.
- Degree or Diploma in Business Administration with courses in accounting, general office practices or procedures; typing, etc. Equivalent working experience may be considered in lieu of education.
- Minimum of three (3) years' experience working with Microsoft Office products including Excel and Word.
- Knowledge of Museum functions and broader Arts/Museum community would be considered an asset
- Knowledge of general office methods and procedures, computer equipment and filing systems, business letter and report writing techniques; proofreading and editing, record keeping principles.
- Excellent customer service skills with an ability to provide assistance either in person or over the phone, in a courteous, helpful and effective manner.
- Excellent verbal and written communication skills with the ability to communicate with all levels of staff, donors, board members, and the general public
- Ability to deal with sensitive or confidential matters with tact, discretion, and diplomacy.
- Ability to work under pressure and with interruptions; prioritize workload and consistently meet deadlines.

Qualified applicants are invited to submit a cover letter and current resume
no later than **12:00 p.m. noon, September 29, 2022** to;

Human Resources | City of Kenora
1 Main St. S, Kenora, ON P9N 3X2
Fax: 807-467-2150 | Email: hr@kenora.ca

Successful applicants will be subject to criminal and professional reference check.

The City of Kenora is an equal opportunity Employer and committed to building a workforce that reflects the rich diversity of the community we serve. We encourage applications from all qualified individuals including members of groups with historical and/or current barriers to equitable employment, including but not limited to, Indigenous Peoples, members of racialized communities or visible minorities, persons with visible and/or invisible disabilities, diverse sexual and gender identities, orientations and/or expressions, and others who may contribute to the further diversification of ideas.

The City of Kenora is committed to providing accommodation in all aspects of the recruitment and selection process in accordance with the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act (AODA)*. If you require an accommodation, please advise the Human Resources department in advance to ensure your participation in the recruitment and selection process.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

We thank all candidates for their interest, however only those selected for an interview will be contacted