



Post title:	Senior Administrative Assistant
Duration:	Permanent, Full-time (37.5 hours/week)
Date required:	ASAP
Duty station:	Victoria, Canada

About the Artisanal Gold Council (AGC)

Based in Victoria, Canada, AGC is a not-for-profit organization dedicated to improving the working conditions, opportunities, environment and health of the millions of people involved in Artisanal and Small-Scale Gold Mining in the developing world. The AGC helps to improve the global gold sector by promoting better practices in artisanal mining through technology transfer, education, policy advocacy, business development, and awareness raising. The AGC consists of a core staff, associates and a council of experts (Board of Directors) in areas of artisanal mining, geology, economics, environmental and resource science, sustainable development, social responsibility, human and environmental health, gold trading, and gold production and extraction. For more information about the AGC and its projects, please visit www.artisanalgold.org.

Employees at AGC are the foundation of our strong performance and cohesive and enthusiastic team. As an AGC employee, our institutions’ values must be evident in all daily activities. Employees are expected to think outside of the box to facilitate innovation and be motivated to “Build Great Things”. This includes contributing to a wide range of AGCs activities and taking initiative to develop opportunities. “Having Fun” is essential for creating a working atmosphere that fosters teamwork.

Job Overview

AGC is seeking an Administrative Assistant to assist and support administrative, managerial, and financial operations within our headquarters office in Victoria, BC. The position will report to and takes direction from the Executive Director and the Manager of Finance.

The Administrative Assistant role with the Artisanal Gold Council is an outstanding opportunity to be involved with a world-leading organisation and its diverse and international operations. The position will work closely with the Executive team on operational support, including liaising with the Board of Directors. They will also be in close collaborative relationships with the technical and project management teams to provide support on many aspects such as funding, project implementation, and reporting. In this job there is plenty of room to grow.

The primary responsibilities of this role include, but are not limited to:

Performance

- Personable and confident when interacting with incoming clientele
- Guidance and support to team members and projects
- Self-motivated; takes on new initiatives and challenges
- Builds formal and informal relationships within the organization
- Organizes and prioritizes assignments and takes initiative to follow through on pending items
- Ability to work past normal hours on occasion in order to meet deadlines
- Interest and capability in international context

Technical / Accounting

- General accounting duties (AP/AR) utilizing multiple currencies with the ability to track foreign exchange rates
- Expense report reconciliations
- Assists with the preparation and distribution of financial reports



Administrative and secretarial duties

- Greets, assists and directs viewers
- Prepares, revises and processes institutional documents
- Participates in maintaining the employee handbook, institutional constitution, and bylaws, research questions and problems regarding policies and procedures.
- Organizes logistics and materials for, and occasionally attends events and conferences
- Assists with office management, such as point of contact for Landlord, IT services and suppliers, maintenance of office infrastructure such as equipment and supplies, maintenance/implementation of office procedures, and onboarding of new staff
- Provides HR support, e.g. advertising jobs, screen incoming applications, communicate with candidates and sit on HR Committee
- Assistance with and/or leadership on preparation of reports, research, and compilation of data
- Processes incoming and outgoing mail, couriers, and correspondences
- Schedules meetings and takes meeting minutes
- Books travel and accommodation, arranging visas, etc.
- Distributes and maintains filing for key reports and products and other files
- Any other relevant tasks assigned by AGC's senior management

Qualifications

- Degree, or equivalent combination of diploma/certificate and experience in relevant area such as communications, business administration, accounting, or other
- Self motivation, able to source tasks, work independently and thrive when working remotely
- Persistent in independent problem-solving situations, ability to map solutions to complex questions, follow-through on long-term processes, etc.
- Strong interpersonal skills, possessing strategies for maintaining connections with team
- Well-developed organizational skills: possessing strategies and techniques to manage large quantities of information and changing priorities, with attention to detail
- Excellent writing skills, both technical and narrative; comfort drafting correspondence for varied audiences, including official/formal letters
- Well-developed skills in editing, formatting and reviewing documents in Word and Google Docs
- Strong skills with MS Word, Excel and PowerPoint
- Demonstrated experience planning and managing event logistics
- Experience with a Board of Directors an asset
- Comfort with strategic use of social media, Wordpress, YouTube, and other tools for online content creation and distribution is an asset
- Comfort with software and hardware used for presentations, video conferencing, conference calls, and other meeting or workshop requirements
- Demonstrated success in fundraising and proposal writing is an asset
- Motivated by goals and objectives related to our mission
- International interest and experience is an asset

Language

Fluency in written and spoken English is required. Preference will be provided to those with a proficiency with French, Spanish, other languages relevant to our work.

To apply to this position please send a cover letter and resume, in English, stating the job title in the subject line, to careers@artisanalgold.org.