



*Town of Tecumseh Business Improvement Area*  
Administrator Job Description

**Pay:** \$20/hour

**Schedule:** PT - 20 hours per week, some evening and weekend flexibility needed

**Overview**

Reporting to the TOTBIA Manager, support varied and diverse office duties, routine administrative functions such as organizing and maintaining systems and procedures, and bookkeeping.

**Responsibilities:**

- Reception & Front Desk Management
- Support to the Manager
- Administrative Support
- Office Coordination
- Event & Project Support
- Database Management & Documentation
- Volunteer & Client Coordination

**Tasks/Activities:**

- Greet visitors, answer phone, respond to inquiries, and provide information.
- General emails, schedule appointments, and distribute notifications.
- Maintain electronic and paper filing systems.
- Maintain and enter information into database.
- Prepare and send meeting agendas and write minutes.
- Research, obtain quotes, prepare materials and documents, complete forms, and process reports.
- Banking, prepare cheques, and day-to-day posting invoices in accounting software (Xero).
- Run errands, handle mail and deliveries, and maintain office supplies and storage inventory.
- Update business directory and events calendar on website.
- Monitor and reply to questions and comments on social media and arrange features for digital marketing.
- Assist with events.

**Knowledge, Skills & Abilities:**

- Customer Service
- Bookkeeping
- Customer Relationship Management (CRM)
- Office Suite
- Attention to Detail
- Time Management
- Analytical Thinking
- Problem Solving
- Communication
- Initiative

**Education & Experience**

College diploma or university degree preferred and one-two years of relevant experience, or equivalent combination of education and work-related experience.