



Design Administrative Assistant Job Description

FairTradeWorks is a construction service for residential and commercial clients who are building new structures or renovating. Our portfolio is vast and ranges from the smallest bathroom renovation projects to heritage A restorations, to brand new luxury homes. Our goal is to make building and renovating enjoyable as well as successful and we need Team Members who want to assist in our long-term goal of being our client's construction brand for life.

We don't like to say we just 'work' at **FairTradeWorks**, it's much more than that. Here at **FairTradeWorks** we are disruptors in the industry, we don't just get through our workdays by being ordinary. We challenge our Team to be the best at what they do. We invite only people who love to be the best they can be, who want to engage others and think out of the box.

A **FairTradeWorks** Design Administrative Assistant is responsible for helping the Team complete a variety of tasks. The incumbent must be great with design applications, technology, detail oriented and have an upbeat, positive attitude. The ideal candidate is personable, organized, customer-orientated, eager to help, and willing to adapt to a fast paced, multi-tasking environment.

Please visit our website for further information - <https://www.fairtradeworks.biz/about-us/careers/>

General Responsibilities and Duties:

- Ensure the headquarters is presentable, professional and always represents the brand
- Support the construction Team (including Project Managers, Advisors & the President), by ensuring their digital and printed files are legible, organized and archived
- Format files on Word, Excel, PPT, and/or editable PDF
- Enter client, trade and vendor data into the Company's in-house database
- Organize and maintain files, update lists and reports
- Coordinate and arrange meetings, prepare agendas and reserve facilities
- Prepare, sort outgoing and incoming mail—set up pick up from FedEx, UPS, or courier services
- Perform other general office duties, housekeeping and special projects as required
- Serve as the primary person for answering the switchboard in a professional manner following all policies and protocol
- Greet and assist visitors, ensuring all feel welcome according to the Company's client care guidelines
- Provide backup/break coverage for the front office
- Upload drawings, plans and various construction files on to printing Company's website, provide printing instructions according to the Construction Advisors' needs
- Collate, print and prepare documents for presentations, project binders and presentations
- Work with Vendors to schedule client visits to showrooms and/or request for samples
- Work with the Client Care Representative to distribute clients' initial interviews & surveys to team
- Drive out to pick-up mail, cheques, or samples from various locations within Metro Vancouver
- Prepare Travel Packages for the Management Team
- Format and send confidential correspondence for the Management Team electronically or by mail



- Monitor and maintain a boardroom calendar for Team use

Communication and Design Responsibilities and Duties:

- Manage daily social media posts under the Communication Director's guidance
- Ensure all Social Media Platforms- Facebook, Twitter, Instagram, Pinterest, LinkedIn, Vimeo, etc., have regular posts
- Create videos using online tools like Promo Slidely
- Create Internal and/or External Corporate Newsletters
- Write, design, format and send our newsletters to various databases using online marketing tools like MailChimp, with attention to meeting Canada's Anti-Spam Legislation
- Create, format, proof, upload or print, or prepare Marketing materials for printing
- Work with printing Companies or media Companies to meet design requirements for Marketing materials, and upload to FTP when necessary
- Bind Marketing materials, when necessary
- Create designs for vehicle decals, building decals or permanent signs, construction signs, safety signs, uniform embroidery, swag items, worldwide logos, event materials etc.
- Create new content by writing and uploading blogs related to construction and renovation projects
- Edit and upload team bios to websites
- Gather, edit and upload portfolio pictures
- Create, re-design and make suggestions for changes to the Company's websites.
- Prepare creatives for uploading on the website and provide clear and concise instructions for the Systems Administrator to code changes to the websites
- Engage in social media presence creation on new and emerging social media platforms
- Optimize content following search engine optimization (SEO) and pay-per-click (PPC)
- Create content that promotes audience interaction, increases audience presence on company sites and encourages audience participation
- Manage social media communications

Requirements & Qualifications:

- Proficient in Microsoft Office, MailChimp, Hootsuite & Adobe Photoshop & Illustrator
- Ability to source materials
- Ability to develop presentations and work with budgets
- Ability to work with walk-in customers interested in making purchases
- Work well under pressure and with multiple project deadlines
- Proven experience as an Administrative Assistant
- Knowledge of Office Management systems and procedures
- Working knowledge of office equipment like printers
- Excellent time management skills and the ability to prioritize work
- Excellent written and oral skills

Education and/or Experience: At a minimum a High School Diploma, experience in multi-tasking, quick decision making and excellent written and verbal skills.

Language Skills: Ability to read and comprehend advanced communications as well as short yet professional and concise correspondence.



Mathematical Skills: General math understanding and the ability to understand simple accounting and billing procedures.

Reasoning Ability: Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit for extended periods. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

POSITION COMPETENCIES

- Creativity/ Fast Learner
- Detail Orientated/ Solutions Minded
- Extremely hard working and self-driven
- Analytical Skills/ Initiative
- Flexibility/Adaptability
- Problem Solving/ Team Skills
- Organizing/Planning Ability
- Sound reasoning skills/ Business acumen

WORKING CONDITIONS

- Worksite location at our main offices, may conduct visits to construction sites depending on company needs
- Moderate noise level
- Work area may have fluorescent lighting and air conditioning

Pre – Employment testing:

- Candidates selected for interview must be able to pass a simple pre-employment excel test and Adobe application test
- Candidates selected for hire must be able to pass a pre-employment police background check prior to day one of hire

RELATIONSHIPS:

Reports to: Construction Operations Supervisor, Office Manager and President

Additional Duties: This job description in no way states or implies that these are the only duties to be performed. The incumbent will be expected to follow any other job-related instructions and to perform other job-related duties as requested by the supervisor.