

Operations Assistant

(part-time, contractual for six months, potential for extension)

Barefoot Facilitation Inc. is a private, Halifax-based consulting company. We provide facilitation solutions to support the growth of individuals, teams, organizations and communities. We are searching for the ideal person to assist with general business operations and to contribute to our success and growth in 2012.

The Operations Assistant works with and reports directly to the owner of the company. It is a contractual role of 12 hours per week. The role will be evaluated within the six month period, with potential for additional hours, based on performance and business growth. The ideal candidate is very flexible and open to working in a virtual (home-based) office environment, using available technologies.

Responsibilities:

1. **Project Support:** ie: transcription of workshop outputs, editing/customizing materials, coordinating training workshops (promotion and logistics), preparing meeting minutes and formatting/editing/proofreading written reports and workshop materials.
2. **Administration:** ie: general client liaise, scheduling meetings/conference calls, coordinating travel arrangements, organizing and maintaining filing systems (paper and electronic), purchasing, website management and social media support.

Qualifications:

1. Three to five years in a similar role within a small business environment.
2. Minimum completion of a business administration/management program; university preparation would be an asset.
3. Familiarity with Adobe Contribute CS5 or experience with similar web management software would be an asset.
4. Demonstrated expertise in Microsoft 2010 applications (Word, PowerPoint and Excel).

Skills:

1. Impeccable concern and attention to detail within a busy work environment.
2. Service oriented to exceed the expectations of clients.
3. Superior planning, organizational and time management skills in order to multi-task/prioritize and work under tight timelines.
4. Independent and proficient at problem solving, using excellent judgment.
5. Highly productive, with a superior work quality.
6. Self-motivated, proactive and always prepared.
7. Good listener and follows directions explicitly.

Applications will be accepted by regular mail only at the address above up to and including **Monday, January 30, 2012**. No email or phone inquiries/applications. Please send a resume, cover letter and three references to **Search Committee**, outlining 1) how you meet the required qualifications and skills; and 2) your hourly fee expectation, as a contractor.