

# BEEO

**BUSINESS EXECUTIVES ORGANIZATION INC.**

**MISSION STATEMENT:**

To be an executive networking organization designed to support its members who are comprised of key business decision makers and who have demonstrated moral/ethical standards.

*February 24, 2017*

*Our Homes – Hamilton.....Page 1*

*Member information.....Page 2*

*Admin. Asst. Job Description.....Page 3 & 4*

**March 3, 2017**

**CLASSIFICATION SPEAKER**

**Gil Buikema**

**Penta-Con Services**

**LEADS SPEAKER**

**Anthony Brugess**

**Business Improvement Group**

**GREETERS**

**Steve Fricker**

**Westdale Financial Group**

**&**

**Fran Cheyne**

**Heritage Household**

**Our Best Credential**

**Number of Leads Given last week - 44**

**Number of Direct Business Given last week - 45**

**Business Conducted Between Members last week**  
**\$133,700.00**

**Business Conducted Between Members in 2017**  
**\$491,519.00**

**40-40-20 Draw \$388.00**

**ourhomes.ca**  
CELEBRATING LIFE AT HOME

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That makes us happy.

<http://www.ourhomes.ca/>

President: Julie DiNardo

Administrative Assistant: Sharon Rupp

Office: 433 Hughson St. North – Hamilton, ON L8L 4N4

Tel: 905-526-1629 [www.beonetworking.com](http://www.beonetworking.com)

NEWSLETTER DEADLINE is: Monday @ 9am

# ***Remember BEO is EVERY DAY, not just Friday***

Courtesy of Lynn Lochbihler

## **WELCOME NEW MEMBER**

B.E.O. welcomes our newest member

**Anthony Brugess** and **Business Improvement Group**

Email: [abrugess@busimpgroup.ca](mailto:abrugess@busimpgroup.ca) Website: [www.busimpgroup.ca](http://www.busimpgroup.ca)

The classification is **Grants, Funding, Tax incentives & Recoveries**

*We look forward to networking with you!*

## **This Friday is FLYER FRIDAY and MIX & MINGLE SEATING**

**FLYER FRIDAY:** *Bring in your flyers/pamphlets on Friday to hand out at the  
END of the meeting.*

**MIX & MINGLE SEATING:** *Name tags will be at your seat, please arrive early  
enough to find them. This is a chance for you to sit and network with other  
BEO members.*

## **Social Media**

**REMEMBER TO LIKE US ON FACEBOOK & INSTAGRAM**  
(click on the links below)

<https://www.facebook.com/beonetworking/>

<https://www.instagram.com/businessexecutive1986/>

## **Harbour Update**

*Courtesy of Judy Marsales*

### **Bus Rapid Transit will connect the Waterfront to Airport**

Transportation Minister Steven Del Duca and Mayor Fred Eisenberger announced that Ontario is planning for a 16 km Bus Rapid Transit (BRT) line to connect the Hamilton waterfront to Hamilton International Airport. The 16 km BRT replaces a previously-proposed 2 km LRT spur, based on analysis and feedback received through public consultations in the fall of 2016.

## ADMINISTRATIVE ASSISTANT

As you all know by now, Sharon Rupp will be retiring on October 27, 2017. The Hiring Committee will be asking for resumes for this position beginning on March 1<sup>st</sup> and will accept resumes only until March 31<sup>st</sup>. This will be a contract position.

**Please direct applications to:**

**S. Rupp – 433 Hughson Street North – Hamilton, ON  
L8L 4N4 – [admin@beonetworking.com](mailto:admin@beonetworking.com)**

Per the Hiring Committee's mandate:

*“Any staff hired must be free of actual or perceived conflict of interest. Thus, no family members or employees of current BEO members should be considered for staff positions of BEO. Any future considerations for accepting potential members should be made on the merits of their application, including conflict of interest with existing members and staff.”*

**ADMINISTRATIVE ASSISTANT  
BUSINESS EXECUTIVES ORGANIZATION INC.**

### **JOB DESCRIPTION**

**Position Title:** Administrative Assistant  
**Immediate Supervisor:** Board of Directors

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#### **Overall Responsibilities:**

Under the supervision of the Board of Directors the Administrative Assistant performs various clerical and admin support tasks: responsible for each week's breakfast meeting including drafting agenda, all board meetings including agenda, general correspondence, posting entries, billing, verifying and reconciling input to financial reporting system, responding to inquiries from members, board of directors and guests.

## **Description of Duties** (in no particular order):

- Open and route incoming mail
- Operate a personal computer to draft correspondence, enter data, print letters, reports and/or other materials
- Copy and/or duplicate materials as requested
- Establish, maintain, process and/or update files, records, and/or other documents
- Run various routine errands, as required
- Read and respond to members email and correspondence in a timely fashion
- Perform miscellaneous job-related duties as assigned
- Reconcile A/R invoices
- Invoice members/guests as required
- Solve any month-end discrepancies
- Ensure all bank deposits are done
- Ensure bank deposits are posted correctly
- Reconcile 40/40/20 draw each week and prepare for the following week
- Calculate, prepare and issue all cheques
- Store, update and retrieve financial data
- Maintain confidential electronic and paper filing systems for the President, Board of Directors and the organization
- Act as liaison with all venues for meetings and social events
- Act as convenor for all social events
- Prepare agendas for all meetings
- Take and transcribe minutes of Directors meetings
- Maintain the official membership network list
- Oversee the website/social media
- Answer telephone calls, provide general information
- Prepare talk schedules for each quarter and change as required
- Create a weekly newsletter
- Establish, maintain historical records and pictures
- All other duties assigned by President and/or Board of Directors

## **Knowledge, Skills and Abilities:**

- Ability to communicate effectively
- Ability to work unsupervised and independently
- Ability to work in a team environment
- Planning, problem solving and organizing skills
- Computer proficiency in Windows, MS Office and Quick Books
- Demonstrate leadership skill when required
- Ability to deal with all members, guests and board of directors
- Confidentiality and discretion are essential

## **Minimum Qualifications:**

- Completion of Secondary School

## **Hours of Work:**

As required

**Dress Code:** Dress appropriately for the role representing the organization in a professional manner