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Position: Administrative Assistant
Department: Administration
Reports to: Deputy Clerk

Position Summary:

The Administrative Assistant is required to provide effective and efficient administrative and customer service and is required to perform various office duties as assigned.

Duties and Key Responsibilities:

The Administrative Assistant requires efficient and effective computer and organizational skills. The Administrative Assistant must possess excellent public relations skills as well as the ability to work with minimal supervision.

Activities include but are not limited to:

- Responds to inquiries and provides customer service to the public via telephone, email and in-person;
- Sorts and distributes incoming mail, faxes, general email inquiries and outgoing mail for all departments and delivers mail to the Post Office including arranging for courier packages/forms to be picked up/delivered;
- Data entry – archives, iCompass;
- Reviewing retention policies and by-laws and ensuring compliance;
- Creation of forms;
- Record keeping;
- Access/Excel/Publisher – vital service updates
- Internet Research – public education and awareness;
- Office equipment use (computer, fax, copier, scanner); and
- Filing – Filing Management System and Master Policy Binders.

Qualifications:

- Full-time enrollment at an educational institution during preceding academic year;
- Will be returning to full-time enrollment at an educational institution for upcoming academic year;
- Demonstrated proficiency with computer software including Microsoft Office (Word, Excel, Access, PowerPoint, Publisher and Outlook); and
- Demonstrated public relations skills.

Desirable Qualifications:

- First Aid and CPR certification;
- WHMIS certification; and
- Post-secondary education in a related field.

Acknowledgement

Employee Signature: _____

Date: _____