SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES

PROGRAM ADMINISTRATIVE ASSISTANT
INFORMATION TECHNOLOGY CENTRE

Position Summary

Under the direction of the Information Technology Director performs a variety of secretarial and administrative duties for the Information Technology Department, Summer Schools (SS) and ECSS). Assists staff, schools, students, parents and visitors.

Duties

Receptionist and Public Relations

- Answer incoming calls, relay messages, receive visitors, answer callers' requests regarding Information Technology, Summer School, and ECSS.

- Liaise with divisional personnel, parents, students, other school divisions and outside agencies.

Computer Functions

- Prepare purchase orders, maintain files, cross-check packing slips against purchase orders, check back orders, invoices for correct charges and have invoices approved for payment by Administrator.

- Prepare reports such as weekly employee management reports and annual journals.

- Maintain Educational Resource Centre charge backs to schools and departments such as laminating and writing folders.

- Word process items such as: compose routine correspondence, memos, letters, reports, minutes, purchase orders, agendas, maintenance requisitions and special projects.

Office Management

- Set up and maintain files.

- Open, sort and direct incoming mail.

- Order, maintain and distribute supplies.

- Collect and reconcile various accounts.

- Liaise with outside contacts.

- Reconcile cash receipts and cash disbursements

- Photocopy.

Inventory

- Organize and maintain detailed records of office inventory such as computers, software, all equipment, machines and office supplies.

- Run inventory reports for insurance audit purposes.

Other Duties

- Co-ordinate registration for Summer School.
- Record and transcribe meeting minutes.

- Arrange, design and distribute communication materials.

- Attend to emergent situations in absence of Administrator.

Education

- Grade 12.

- One year Administrative Assistant Course or equivalent to attain knowledge of word processing, keyboarding, basic accounting.

- Typing 50 wpm.

- Use of office equipment such as computer, multi-line phone, voice mail, calculator, photocopier, fax machine.

Experience

- Two to three years previous experience, plus two year on-the-job training which includes in-house computer training.

Physical Demands

- Intense visual and mental concentration, eyestrain from computer and sitting for long

periods of time.

- Unpack office supplies, as required.

Working Conditions

- Exposure to noise and frequent interruptions with conflicting demands and deadlines.

- Occasional after hour attendance at educational seminars is required.