

ADMINISTRATIVE ASSISTANT - LEADING & LEARNING DEPARTMENT

CUPE 2357 – level 4

CORE FUNCTION:

Under the direction of the Superintendent, the Administrative Assistant provides administrative support for Religious Education/Chaplaincy, Equity and Indigenous Education staff. The Administrative Assistant maintains department records, makes purchases to support programs, tracks and reconciles budgets and performs other duties as assigned by the supervisor.

MAIN DUTIES:

- ★ Order resources and disperse to appropriate staff/schools
- ★ Process purchase orders, payment requisitions, final receivings
- ★ Track budgets
- ★ Assist with purchase card reconciliations, travel expense claims
- ★ Provide financial analysis of budgets throughout the year
- ★ Assist in coordinating events (Christian Community Day and others)
- ★ Assist in the creation of materials and resources to support programs
- ★ Performs other duties as assigned by the supervisor

SUPERVISION OF STAFF:

There is no supervisory responsibility.

QUALIFICATIONS:

The ideal candidate will have a Secondary School Diploma; one year of Community College; two years of related experience; and proficiency in Google Suite (Gmail, docs, sheets, slides, forms, calendar, sites, etc.). Candidates should possess excellent organizational and interpersonal skills, tact, diplomacy and discretion. We are looking for a self-starter who can work independently, under pressure, while prioritizing tasks to meet deadlines; superior research skills would be an asset.