

## ADMINISTRATIVE ASSISTANT – MAINTENANCE & OPERATIONS

### CUPE 2357 – Level 4

#### **CORE FUNCTION:**

Under the direction of the Coordinator of Operations provides administrative support to maintain facility operations and maintenance in areas such as custodial service, maintenance services, attendance management, training and professional development, budgetary controls, contract management and security services; and performs other duties, as assigned by the supervisor.

#### **MAIN DUTIES:**

Administrative support to maintenance and operations:

- maintains records for staffing assignments, overtime, lieu time, annual leave, etc.
- assists with the annual staffing program for caretakers
- coordinates the allocation, repair and replacement of pagers for caretaker staff
- maintains files on facility security information and codes and PIN numbers
- assists in the planning and organizing of professional development events and annual staff meeting for caretaker staff
- reconciles iMenu absence entries monthly
- maintains filing system
- maintains manuals and training information
- maintains statistical data matrix
- takes minutes of meetings, as required

Administrative support to finance and procurement function:

- prepares and/or distributes seasonal service contract information to District Supervisors
- prepares all types of correspondence
- liaises with contractors
- assigns approved work orders to companies
- prepares purchase orders
- reconciles monthly invoices
- assists with the preparation of the budget and expense data

Administrative support – general:

- responds to inquiries from the public and directs them to appropriate department
- liaises with schools, and Departments
- provides administrative support to District Supervisors
- researches and assists with special projects or required information
- processes records and mail

Performs other duties, as assigned by the supervisor.

**SUPERVISION:**

There is no supervisor responsibility.

**QUALIFICATIONS:**

- Secondary school graduation
- 1 year Community College diploma in a related field
- 2 years of experience (one related and one-on-the job)
- proficiency with Microsoft Office
- experience with BAS 2000, MW Snap and School Dude would be an asset
- excellent initiative, judgement, interpersonal organization skills

Candidates with an equivalent combination of education and experience may also be considered.