

**ADMINISTRATIVE ASSISTANT
(Manager of Maintenance & Operations)**

CUPE 2357 – Level 3

CORE FUNCTION:

Under the direction of the Manager of Maintenance and Operations, the administrative assistant provides secretarial/administrative support to the Department; and performs other duties, as assigned by the supervisor.

MAIN DUTIES:

Provides administrative support:

- word processes letters, memo, forms, reports, etc.
- responds to phone inquiries or directs to the appropriate person
- processes incoming mail
- maintains department files
- replenishes office supplies, as required (prepares purchase orders, etc.)
- designs and implements computer generated forms and spreadsheets to meet departmental requirements
- maintains department budget forms and spreadsheets
- prepares expense accounts and cheque requisitions
- prepares meeting documentation such as agendas and information packages
- prepares energy management reports (EnergyCap Software)
- liaises with Information Technology to resolve office automation problems

Performs other Departmental administrative duties, as assigned by the supervisor

SUPERVISION OF STAFF:

There is no supervisory responsibility.

QUALIFICATIONS:

- Secondary school graduation
- 1 year of Community college in a related field
- Accurate keyboarding skills (60 w.p.m.)
- 2 years of related experience
- Proficiency in MS Word, Excel and other spreadsheet applications
- Knowledge of BAS and IMenu would be an asset
- Excellent interpersonal skills
- Initiative, time management skills and the ability to work independently

Individuals who possess an equivalent combination of education and experience may also be considered.