

ADMINISTRATIVE ASSISTANT (MANAGER OF FACILITIES)

CUPE 2357 – Level 3

CORE FUNCTION:

Under the direction of the Manager of Planning, the Secretary provides administrative support to the Manager and two Project Officer; maintains office records and statistics; and performs other duties, as assigned by the supervisor.

MAIN DUTIES:

Performs administrative duties:

- word process letters, memos, reports, etc.
- responds to phone inquiries or directs to the appropriate person
- processes incoming mail
- completes purchase orders
- photocopies and faxes, as required
- inputs data into the Facilities Renewal Program document
- maintains Facility Profile sheets
- tracks all invoices/billings for elevator inspections
- forwards elevator licences
- prepares attendance reports
- prepares expense reports
- maintains purchase order lists

Maintains office records and statistics:

- maintains department's files
- updates Board Procedures Manual
- maintains budget information

Performs other 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
- 2 years of related experience
- Proficiency in MS Word and spreadsheet applications
- Good interpersonal skills and telephone manner

- Accurate keyboarding skills (60 w.p.m.)
- Effective time management skills, initiative and the ability to work independently

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