

POSITION DESCRIPTION

POSITION (TITLE):	Administrative Assistant	DIVISION:	Corporate Services
REPORTS TO:	Director, Corporate Services	UNION AFFILIATION:	Non-Union
REVIEWED: Direct Supervisor	Director, Corporate Services	DATE: (R) if revised	(R) April 2006 July 2018
APPROVED: MOH/CEO, Director	Director, Corporate Services	DATE:	April 2006 July 2018
AUDITED:	Human Resources	DATE:	April 2006 July 2018

POSITION SUMMARY:

Reporting to the Divisional Director, the Administrative Assistant is responsible for providing general clerical and confidential secretarial services to the Director and Divisional Management Team.

DUTIES AND RESPONSIBILITIES:

Program:

1. Provides confidential and general secretarial support including:
 - Receiving calls for the Director, responding to general inquiries and redirecting as appropriate;
 - Opening incoming mail for the Director, date stamping, reviewing, sorting, redirecting, and flagging items for immediate attention; maintains calendar for Director;
 - Completing typing/word processing, photocopying, faxing requirements for the Director and Managers as required;
 - Drafting basic correspondence as directed;
 - Maintains calendar of meetings, appointments, etc. and makes arrangements for travel and accommodation for the Director and Managers to attend conferences/meetings/workshops;
 - Maintains current and accurate databases of addresses and telephone numbers for the Division;
 - Develops and maintains filing and bring forward systems, both manual and electronic, for the Division;

- Arranges facilities for Divisional meetings, including catering;
 - Co-ordinates and attends Divisional Management meetings, records and transcribes meeting activities and ensures completion and distribution of agenda and minutes.
2. Compiles, prepares, edits and proofreads correspondence, presentations, Board of Health Reports, and related materials.
 3. Maintains and updates copy of Organizational and Divisional Policy and Procedures manuals.
 4. Prepares, maintains and monitors contracts, leases and service agreements for expiration/renewal.
 5. Orders and maintains appropriate office supplies and materials for the Director and Managers.
 6. Assists Director and Managers with the preparation of financial, budget and other confidential reports to meet organizational objectives.
 7. Represents Division on corporate administrative work groups and other projects and assignments as required.
 8. Assists in special Divisional projects and assignments as required.
 9. Provides relief to other Administrative Assistant positions for vacation and sick leave as required.
 10. Provides coverage for the Executive Assistant for vacation and sick leave, as required.
 11. Uses available resources to systematically evaluate the availability, acceptability, quality, efficiency, and effectiveness of program practices.
 12. Performs all other related duties as requested.

QUALIFICATIONS / REQUIREMENTS:

- College Diploma in Office Administration or equivalent combination of education and experience.
- Demonstrated proficiency in current business software including Microsoft Office – Outlook, Word, Excel and Power Point.
- Comprehensive knowledge of office practices, procedures and equipment.
- Strong communication, interpersonal, time management, organizational and decision-making skills.

- Ability to use tact and discretion in dealing with confidential issues.
- May be required to work irregular hours.
- Highly organized, able to organize self, office and others.
- Ability to work under pressure, and to manage multiple tasks within tight timelines, conflicting demands and shifting priorities.
- Excellent proof reading skills.

OCCUPATIONAL HEALTH AND SAFETY:

- Follows all policies and procedures to ensure personal safety and safety of others.
- Reports any equipment or safety problems to supervisor.