

JOB DESCRIPTION

Position	Administrative Assistant
Portfolio	Various
Reports To	Supervisor, Superintendent or Executive Assistant/Office Manager
Location	Education Centre, RM of Sherwood
Salary Range	Administrative Assistant Grid, Conditions of Employment

JOB PURPOSE
The Administrative Assistant is responsible for providing effective and efficient clerical and administrative support to management staff in the Education Centre, projecting a professional image as a first point of contact for Prairie Valley School Division.
PRIMARY RESPONSIBILITIES
<ul style="list-style-type: none"> • Independently format, proofread, finalize and distribute documents, letters, reports, spreadsheets and other information as required and consistent with Division standards. • Manage records, including ensuring that final printed versions of documents are filed in central filing and final electronic documents are saved on InSite correctly, finding/retrieving printed and electronic documents efficiently and performing an annual print and electronic records cull consistent with the Records Retention Guide and relevant Administrative Procedures. • Gather, collate and format data and information in an accurate and timely manner. • Direct telephone, e-mail and in-person inquiries and requests to appropriate staff members in a professional and helpful manner. • Coordinate meetings and special events in a proactive manner, ensuring appropriate facilities, materials and other preparations are in place and attend meetings to provide clerical support where needed. • Electronic calendar scheduling for senior management members, ensuring appropriate communication and using good time management practices. • Code invoices and purchasing card transactions in an accurate and timely manner for processing by Finance. • Responsibilities may be reviewed and assigned from time to time by the direct supervisor.
KNOWLEDGE, SKILLS AND ABILITIES
<ul style="list-style-type: none"> • High degree of proficiency in Microsoft Office applications, particularly Word and Excel • Ability to operate office equipment • Excellent interpersonal skills • Ability to display professionalism in all relationships and interactions

COMPETENCIES
<ul style="list-style-type: none"> • Communication – Clearly conveys information to a variety of audiences using the tools necessary, engaging the audience to ensure the message is delivered and understood, creating a positive first impression with confidence and respect. • Time Management and Organization – Maximizes time in order to accomplish as many tasks as possible in a timely manner keeping in mind prioritizing tasks as needed. Setting out goals and objectives as well as the work plans required to complete them. • Service Orientation – Giving superior service to both internal and external clients by displaying professional and respectful behaviours in all interactions. Demonstrates commitment to clients by providing timely and proactive service. • Teamwork – Shares knowledge and experience with team members and others and solicits input and feedback from others to help the team problem solve and solution build. Respects contributions from all team members, demonstrating cooperation, and supports team decisions. • Quality Orientation – Completes tasks keeping in mind all aspects involved regardless of magnitude, checking tasks and processes while having attention to detail. • Confidentiality – Prairie Valley School Division employees are expected to respect the confidential nature of their positions and shall keep confidential any and all information they acquire during the course of their employment that would be reasonably considered to be personal or confidential.
QUALIFICATIONS
<ul style="list-style-type: none"> • Certificate in Office Education or Administration • Minimum 3-5 years of experience working in an office setting in a large and diverse organization
WORKING CONDITIONS
<ul style="list-style-type: none"> • 40 hours per week, 12 months per year • Conditions of Employment (non-union) • Open office environment
DIRECT REPORTS
N/A



Approved by:

Supervisor Name: Myrna Wilkie

Supervisor Title: Executive Assistant/Office Manager

Signature: Myrna Wilkie

Date: May 19, 2017

Deputy Director Reviewed MLV.

Last Updated: May 2017