



2008 January

## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Assistant, Graphic Services
<b>JOB LEVEL</b>	B
<b>DEPARTMENT</b>	Director's Services, Graphic Services
<b>SUPERVISOR</b>	Supervisor, Graphic Services

### **POSITION SUMMARY**

The Assistant, Graphic Services provides organizational support by processing financial transactions, coordinating orders, providing customer service and maintaining inventory and supplies.

### **DUTIES AND RESPONSIBILITIES**

- Prepare invoices, receive payments, process charge-backs, and reconcile petty cash.
- Batch requisitions, reconcile accounts and forward to Finance department.
- Generate quotes, prepare print requisitions, and route job for production.
- Confirm accuracy of data through the budgetary accounting system.
- Complete required journal entries.
- Monitor supplies, place orders through Board systems and receive deliveries.
- Take requests for audio/visual equipment.
- Edit documents using various software programs.
- Receive deliveries.
- Operate copiers and assist with bindery, including lifting and moving inventory.
- Provide clerical support to the Supervisor.

### **EDUCATION**

Completion of OSSD or equivalent.

### **EXPERIENCE**

Related work experience is an asset.