



JOB DESCRIPTION

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| JOB TITLE | Filing Assistant, Human Resources |
| JOB LEVEL | A |
| DEPARTMENT | Organizational Support Services, Human Resources |
| SUPERVISOR | Office Supervisor, Organizational Support Services |

POSITION SUMMARY

The Filing Assistant provides organizational support by maintaining accurate and complete personnel files for active and inactive employees, and monitoring supplies within the department.

DUTIES AND RESPONSIBILITIES

- File all personnel documents according to protocols for coding and category sections.
- Locate and retrieve files or documents referencing electronic database as required.
- Organize files for new employees according to established standards.
- Remove and inactivate terminated/retired employee files.
- Produce an alpha list of terminated/retired employees within a specified date range.
- Transfer inactive files according to protocol.
- Replace toner and order paper for fax machines and photocopiers.
- Receive and distribute incoming faxes.
- Advise Office Supervisor if supplies need to be ordered.

EDUCATION

Completion of OSSD or equivalent.

EXPERIENCE

Related work experience is an asset.