



JOB DESCRIPTION

JOB TITLE	Secretarial Support, Maintenance
JOB LEVEL	D
DEPARTMENT	Organizational Support Services, Facility Services
SUPERVISOR	Manager, Organizational Support Services (Facility Services)

POSITION SUMMARY

The Secretarial Support, Maintenance provides organizational support by completing administrative tasks for the Manager, Facility Services as well as other specified staff within the department.

DUTIES AND RESPONSIBILITIES

- Respond to inquiries, communicate direction on behalf of Manager and take action or redirect as necessary.
- Prepare and distribute correspondence, agendas and meeting minutes.
- Organize meetings including materials preparation, room set-up and refreshments.
- Maintain and record attendance and vacation records.
- Monitor and reconcile annual budget requirement.
- Maintain information files and databases.
- Create and maintain spreadsheets, documents, manuals, and reports.
- Assist with departmental projects.
- Arrange for service and repairs as required.
- Assist in the administration of the security system database and maintenance vehicles.
- Monitor accounts, produce purchase card statements and make necessary adjustments.
- Process invoices received for supplies and services and prepare items for shipping.
- Monitor supplies and place orders through Board systems.
- Act as primary contact for department tenders and quotations.

EDUCATION

Completion of a one year post-secondary program in office or business administration or equivalent.

EXPERIENCE

One and one-half years of related work experience is required.