

Job Description for Temporary, Casual or Interim Positions

Job Title	Office Assistant		
Interim Job Code	INT001	Pay Grid	Temporary
Student Work Program Job Code	WPS001	Pay Grade	Level 1

Job Summary

Under close supervision, performs a variety of routine clerical/secretarial/reception duties following prescribed procedures and established guidelines.

Accountabilities

1. Schedule meetings, room bookings and appointments.
2. Greet visitors, answer or redirect general inquiries in person or by telephone and e-mail.
3. Update and maintain files, correspondence and records.
4. Assist with mailings and ordering of supplies and office materials.
5. Copy, collate and assemble a variety of documents and packages for review.
6. Provide direct administrative support for events and meetings.
7. Perform other secretarial and clerical duties of a similar nature, as required.

Qualifications

Education: High school diploma or equivalent.

Experience: 6 months of related experience in a customer service environment.

Working Conditions

- Typical office environment.
- Work is completed under close supervision and assistance is immediately available.

Exclusions

- Does not monitor budgets and reconcile accounts.
- Does not set-up filing systems.
- Does not create content of documents.