Job Description for Temporary, Casual or Interim Positions

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Office Assistant</th>
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<tbody>
<tr>
<td>Interim Job Code</td>
<td>INT001</td>
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<tr>
<td>Pay Grid</td>
<td>Temporary</td>
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<tr>
<td>Student Work Program Job Code</td>
<td>WPS001</td>
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<td>Pay Grade</td>
<td>Level 1</td>
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**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.

Date Revised: February 6, 2018