

Job Description for Temporary, Casual or Interim Positions

Job Title	Office Assistant II		
Interim Job Code	INT023	Pay Grid	Temporary
Student Work Program Job Code	WPS023	Pay Grade	Level 2

Job Summary

Performs a variety of financial transactions and routine clerical/secretarial/reception duties according to established procedures and guidelines. Training for the responsibilities of the position is provided on the job.

Accountabilities

1. Schedule meetings, room bookings and appointments.
2. Greet visitors, answer routine inquiries in person, by telephone or e-mail. Escalate non-routine inquiries to appropriate personnel.
3. Process payments and journal entries according to established guidelines.
4. Run reports and perform standard analyses according to established guidelines.
5. Update and maintain files, correspondence and records according to established guidelines.
6. Verify and review a variety of files, records and documentation according to established guidelines.
7. Assist with mailings and ordering of supplies and office materials.
8. Copy, collate and assemble a variety of documents and packages for review.
9. Provide administrative support for events and meetings.
10. 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 conduct database or literature searches to find references and articles.
- Does not show procedures to others.