

Job Description for Temporary, Casual or Interim Positions

Job Title	Office Assistant IIB		
Interim Job Code	INT068	Pay Grid	Temporary
Student Work Program Job Code	WPS068	Pay Grade	Level 2

Job Summary

Under direct 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. Conduct literature searches and abstract reviews.
8. Collect and draft content for various reports.
9. Schedule and coordinate speakers for departmental sessions.
10. Coordinate the distribution of pre-established surveys.

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 direct supervision.

Exclusions

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