

TITLE: DAC GENERAL SECRETARY
SECTION: Superintendent/Secretary Treasurer Office
REPORTS TO: Senior Executive Assistant

#219

SUMMARY

Under the general supervision of the Senior Executive Assistant or designate, acts as receptionist at the main entrance of the District Administration Offices and performs a variety of clerical support services.

DUTIES

1. Provides reception and general information by answering switchboard, receiving and distributing mail, greeting visitors, responding to staff needs and answering general enquiries.
 2. Assists with collecting, preparing, photocopying, collating and distributing a variety of documents and forms including the maintenance of lists and directories. May type from handwritten notes/minutes, rough drafts, or corrected copy.
 3. Provides clerical support to various DAC departments and may be assigned specific duties such as arranging courier pick up and deliveries, and coordination of meetings and conferences.
 4. Reconciling P-Cards for staff, completing cheque requisitions and travel reimbursements.
 5. Maintains list of room bookings, DAC Board Room, Conference Room, etc.
 6. Receives resumes and schedules job interviews.
 7. Maintains filing systems and secures keys as directed.
 8. Assists with ordering and storing supplies including first aid supplies.
 9. Assists with the ordering of food for meetings and conferences.
 10. Operates and provides maintenance to general office equipment including personal computer, photocopier, scanner, laminator, and fax machine.
 11. May, on occasion, be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent
 - Completion of a minimum two year post-secondary program in an Administrative Assistant program or an equivalent combination of education and experience
 - A minimum of one year recent and relevant experience
 - Minimum keyboarding speed of 50 c.w.p.m.
 - Demonstrated ability to operate all Microsoft Office products in a Windows environment
 - Excellent interpersonal and communication skills
 - Ability to operate and maintain standard office equipment, including a personal computer, photocopier, scanner, laminator and fax machine.
 - Excellent grammar, spelling and punctuation skills
 - Ability to perform duties independently with speed and accuracy and to work effectively under pressure with deadlines
 - Ability to maintain the confidentiality of sensitive information seen or heard
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July, 2015, May, 2016, March 27, 2019

Nanaimo Ladysmith Public Schools