

**TITLE:** ADMINISTRATIVE SECRETARY – HUMAN RESOURCES  
**SECTION:** Human Resources  
**REPORTS TO:** Director of Human Resources

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## **SUMMARY**

Under the general direction of the Director of Human Resources, or designate assists in the overall office administration for the Office of the Director of Human Resources, and provides secretarial services for the Safety Officer and Benefits Officer.

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## **DUTIES**

1. Provides secretarial services for the office of the Director of Human Resources.
  2. Responds to requests directed to the Office of the Director by liaising and communicating appropriately to a variety of queries, including those of a sensitive or confidential nature.
  3. Researches, extracts and collates data and prepares reports as required.
  4. Prepares and completes purchase requisitions and accounting documentation. Monitors budget expenditures for the Human Resources Department and the Safety Office.
  5. Transcribes minutes for meetings and other ad hoc committees as required. Schedules meetings and prepares agendas on behalf of the Director of Human Resources.
  6. Prepares and composes confidential and other correspondence. Maintains confidential records and other related personnel matters.
  7. Photocopies and distributes miscellaneous documents.
  8. Performs other related duties and responsibilities as assigned by the Director of Human Resources.
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## **QUALIFICATIONS**

- High school graduation or the equivalent.
  - Two-year diploma in business management from a recognized post-secondary institute or the equivalent.
  - Three years experience at a secretarial level preferably in a school district setting, or an equivalent combination of training and experience.
  - Minimum keyboarding skill of 60 words per minute.
  - Demonstrated ability to compose correspondence of a non-routine nature inclusive of reports and correspondence utilizing excellent grammar, spelling and punctuation skills.
  - Advanced skills in word processing, database, and spreadsheet software
  - Knowledge of and experience with personnel record management systems.
  - Ability to record minutes and report proceedings of meetings.
  - Superior organizational, management, leadership, communication, and human relation skills.
  - Ability to deal with highly confidential and sensitive issues with a high degree of diplomacy and confidentiality.
  - Ability to manage multiple projects, set priorities, perform duties with speed and accuracy, and work effectively under pressure and tight deadlines.
  - Ability to work with minimum supervision.
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