

TITLE: DAC GENERAL SECRETARY
SECTION: Learning Services
REPORTS TO: Section Supervisor

#219

SUMMARY

Under the general supervision of the supervisor 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 job application forms.
 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.
-

QUALIFICATIONS

- High school graduation or the equivalent
- Completion of the Applied Business Technology Certificate for Administrative Assistants and over 1 year related experience or an equivalent combination of training and 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

July, 2015, May, 2016
Ladysmith)

School District 68 (Nanaimo-