

TITLE: SECRETARY OCCUPATIONAL HEALTH & SAFETY
SECTION: As Appointed
REPORTS TO: Manager, Occupational Health & Safety

#189

SUMMARY

Under the direction of the Manager or designate, administers all secretarial and clerical support services for the safety office.

DUTIES

1. Provide secretarial services to the Manager and staff by preparing a variety of correspondence, reports, manuals, minutes, from notes, drafts, dictaphone or corrected copy, including those of a confidential nature.
 2. Utilize a personal computer or the District's computer system, to carry out the procedures required for the annual and monthly budget and accounting processes; compiling, ordering, receiving and verifying Safety Office purchases.
 3. Order and verify all Ergonomic equipment requests for school-based and district staff.
 4. Provide reception and information services for the Safety Office by answering telephones, and responding to a variety of queries from District personnel, WorkSafeBC, St. John's Ambulance and the community.
 5. Review and submission of daily and weekly automated dispatch system (ADS) reports for Safety office staff.
 6. Maintain Petty Cash Fund and verify and reconcile credit card purchases.
 7. Prepare, update, proof, and distribute brochures, manuals and materials of a routine nature.
 8. Receive, research and electronically process WorkSafe BC forms and reports, within established timeframes.
 9. Prepare training materials and certificates.
 10. Coordinate monthly JJEC meetings and Central Health & Safety Committee meetings. Schedule and attend monthly Central Safety meetings to record, transcribe, and distribute minutes.
 11. Coordinate and monitor the First Aid Training Program, the Hearing Testing Program, and the New Worker Orientation Training Program and provide follow-up as appropriate.
 12. Maintain filing systems, and records.
 13. Operate and provide first line maintenance to general office equipment including personal computer, photocopier and fax.
 14. Advise other school based and district staff.
 15. 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 the Applied Business Technology Certificate for Administrative Assistants or Accounting Assistants.
 - A minimum of three years experience or an equivalent combination of training and experience.
 - Advanced skills in word processing, database, and spreadsheet software.
 - Ability to record minutes and report proceedings of minutes.
 - Minimum keyboarding speed of 60 c.w.p.m.
 - Excellent organizational, interpersonal and communication skills.
 - Ability to perform duties with speed and accuracy and to work effectively under pressure with assigned deadlines.
 - Excellent grammar, spelling and punctuation skills.
 - Ability to operate and maintain standard office equipment, including a personal computer, photocopier, scanner and fax machine.
 - Ability to work with minimal supervision.
 - Ability to maintain the confidentiality of sensitive information seen or heard.
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