

**TITLE: SUPPORT SECRETARY – HUMAN RESOURCES**

**#188**

**SECTION:** Human Resources Department

**REPORTS TO:** Manager of Benefits

## **SUMMARY**

Under the general supervision of the Manager of Benefits, or designate, provides clerical and secretarial services to the Human Resources Department.

## **DUTIES**

1. Provides support to the Manager of Benefits in the maintenance and distribution of benefits to employees/carriers, including data entry, reconciling benefits billings, collecting, sorting, checking and inputting payroll data as related to benefits.
2. Downloading and maintaining benefit information from payroll to balance and process benefit billings.
3. Updating benefit changes on payroll deduction files.
4. Researches data in regard to purchase of service information and reports required by the Manager of Benefits.
5. Responds to general benefits related inquiries; distributes benefits information as required.
6. Maintains a designated confidential filing system.
7. Provides back-up/support for the automated substitute dispatch system.
8. Provides clerical/secretarial services to various areas of the Human Resources Department; photocopies and distributes miscellaneous documents.
9. Operates standard office equipment, including a personal computer, photocopier, fax and calculator, providing first line maintenance as required.
10. May, on occasion, be required to perform other related duties as assigned.

## **QUALIFICATIONS**

- High school graduation or the equivalent.
- One-year secretarial certificate with accounting emphasis, from a recognized post-secondary institute, plus one year related clerical/secretarial experience and one year payroll experience, or equivalent combination of training and experience.
- Completion of Level 1 Payroll Management Certificate Program.
- Keyboarding speeds of 200 c.s.p.m. and 50 c.w.p.m.
- Advanced skills in the use of spreadsheets.
- Demonstrated knowledge of Microsoft Office products in a Windows environment, including Word, Excel and Outlook.
- Ability to operate standard office equipment, including a personal computer, photocopier, scanner and fax machine.
- Excellent organizational, interpersonal and communication skills.
- 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.