**BOARD OF EDUCATION**

**Saskatoon School Division No. 13**

**P O S I T I O N D E S C R I P T I O N**

**Position: ADMINISTRATIVE ASSISTANT – CENTRAL OFFICE**

## **Immediate Supervisor: COORDINATOR**

**Core Function:**

The Administrative Assistant – Central Office performs a variety of secretarial tasks in support of Coordinators and senior leaders at Central Office.

# **Duties and Responsibilities:**

1. Greets visitors, answers the telephone, provides information, and redirects to the appropriate destination.
2. Word processes a variety of reports, memos and other general and confidential correspondence.
3. Works with Microsoft Office programs (i.e. Outlook, Excel, Word, TEAMS, PowerPoint, Forms, Publisher) to create documents to support the work of the Coordinator.
4. Makes telephone calls to schedule appointments, confirm absences, makes transportation arrangements and obtain or provide information.
5. Duplicates prepared materials.
6. Purchases supplies and equipment and maintains inventory.
7. Maintains files of records, documents and reports including those considered to be confidential in nature and relieves supervisors of administrative details.
8. Support the arrangement of meetings and special functions.
9. Maintains records of transactions, checks credit or expenditures against budget statements and may input data into a computerized accounting system.
10. Distributes and collects various forms.
11. Receives, sorts, stores, organizes, redirects or files deliveries of mail, materials, equipment and office supplies.
12. Assigned special functions which require some decision-making and are semi-independent in nature.
13. Performs such other tasks as may be required to meet organizational deadlines and objectives.

# **Qualifications:**

1. Grade 12 or equivalent;
2. Completion of a Diploma/Certificate program from a recognized business education program. A combination of education and work experience will also be considered.
3. Previous experience utilizing a computerized accounting program is required.
4. Two years of previous related experience required.
5. Strong interpersonal, communication (both written and oral) and organizational skills.
6. Intermediate level knowledge of Microsoft Office products including Word, Excel, and PowerPoint.
7. Knowledge in applicable student information systems (i.e. Edsby, MSS) is preferred.

January 2023