**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**

## **Immediate Supervisor: PRINCIPAL OR DESIGNATED SUPERVISOR**

**Core Function:**

The Administrative Assistant functions as a recognized work leader in performing a number of secretarial duties with organizational responsibilities for one or more office staff.

# **Duties and Responsibilities:**

1. Performs the function of a team leader in assigning and coordinating the activities of office staff.

2. Greets visitors, answers the telephone, provides information, redirects calls to the appropriate destination and operates intercom system.

3. Word processes a variety of reports, exams, newsletters, calendars, memos and other general and confidential correspondence.

4. Makes telephone calls to arrange appointments, confirm absences, arrange staff replacements and obtain or provide information.

5. Collects and inputs student and employee data.

6. Duplicates prepared materials and manages the use of the photocopier.

1. Purchases supplies and equipment and maintains inventory.

8. Maintains files of records, documents and reports including those considered to be confidential in nature and relieves supervisors of administrative details.

9. Schedules appointments, makes transportation arrangements, arranges meetings and special functions.

10. Attends and records, types and distributes minutes of meetings.

11. Collects and records receipt of funds, handles petty cash, prepares bank deposits, maintains records of transactions, checks credit or expenditures against budget statements and may input data into a computerized accounting system.

12. Distributes and collects various forms including timecards, student attendance, etc.

13. Arranges and receives, sorts, redirects or files deliveries of mail, materials, equipment and office or school supplies.

14. Assigned special functions that require some decision-making and are semi-independent in nature.

15. Performs such other tasks as may be required to meet organizational deadlines and objectives.

# **Qualifications:**

1. Grade 12 or equivalent;
2. One year of post secondary training in business education.
3. Previous experience using a computerized accounting program is required.
4. Two years of related experience required.
5. Strong interpersonal, communications and organizational skills.
6. Proficient in the use of applicable student information systems and Microsoft Office.

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