

# ADMINISTRATIVE ASSISTANT A (FACILITIES)

**Division: 4 (Clerical)**

**Reports to: Director of Operations**

## **Job Summary**

With minimal direction, the Maintenance Clerk A performs data entry and clerical duties, and coordinates workload of clerical personnel at the Maintenance Shop. He/she works cooperatively with other employees, students, the public and suppliers.

## **Duties and Responsibilities**

- Coordinates workload of clerical staff.
- Answers inquiries and relays messages to and from staff, suppliers and the public by telephone, computer, mail, facsimile, or in person.
- Maintains and reconciles department accounts statements manually and/or using a computer.
- Inputs and retrieves data on the computer relating to job costing, work orders and purchase orders.
- Keyboards and composes a variety of materials such as correspondence, and memoranda.
- Reviews, enters and distributes incoming work orders via a maintenance management computer database program (Web Work).
- Receives hauling requests (delivery of tables, chairs, stage, etc.) and assists in the coordination of deliveries throughout the district.
- Responsible for booking and facilitating Community use of facilities.
- Calculates materials costs and labour costs for completed work.
- Prepares journal entries of maintenance charges to other facilities.
- Maintains capital project control file including change orders and monitoring warranties.
- Reconciles leaves of absence on electronic timesheets in eServe and reconciles casual timesheets for the Maintenance Department.
- Completes and submits requisitions for supplies.
- Compares packing slips and invoices to requisitions and forwards to Financial Services department.
- Maintains petty cash.
- Maintains communication with maintenance personnel.
- Maintains office stationery inventory.
- Files and maintains a variety of materials such as correspondence and other documents.
- Duplicates, sorts, collates and staples materials.
- Lifts and moves office and paper supplies.
- Performs other clerical or emergent duties.