

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.

Equipment Used

Computer, facsimile machine, photocopier, telephone, paper cutter, calculator, and other office related equipment.

Required Knowledge, Ability, Skills

- High school diploma plus additional office administration coursework of up to and including six months.
- Two years' experience in an office environment.
- Keyboarding speed of 50 words per minute.
- Proficient in numeric keypad skills.
- Intermediate level word processing skills.
- Basic knowledge of database computer functions.
- Basic level bookkeeping skills.
- Knowledge of Business English, punctuation, spelling and Business Math.
- Ability to use tact and diplomacy when handling contacts of a difficult or specialized nature, for the discussion and resolution of problems by presenting or obtaining detailed information in contact with public, parents, staff and students.
- Ability to perform individually and as part of a team.
- Ability to effectively communicate both verbally and in writing.
- Ability to plan and schedule work and organize the workload effectively.
- Ability to work with constant interruptions.
- Ability to maintain close attention to detail for periods of sustained duration and to meet deadlines.

July 1, 1994

Revised: January 24, 2012, February 25, 2013, February 4, 2015, November 2, 2015

Reviewed: April 6, 2016

Formerly: Maintenance Clerk A

Administrative Assistant A (Facilities)