

COMMUNITY SERVICES ADMINISTRATIVE ASSISTANT

JOB TITLE:	Administrative Assistant	NOC CODE:	13110
DEPARTMENT:	Community Services	JOB TYPE:	Full-time, permanent
CLASSIFICATION:	Administrative	SALARY LEVEL:	3-9
LOCATION:	Meridian Exhibition Centre	SALARY PAY:	\$35,926-\$42,669
APPROVAL DATE:	2017	REPORTS TO:	Office Manager
MODIFIED DATE:	October 2022		

JOB PURPOSE:

The Community Services Administrative Assistant will assist with general administrative functions such as answering phones, emails, office errands, filing, record keeping and data entry. This position reports to the Office Manager but will also assist the other administrative staff including the Director of Community Services, Rec Scheduler, Rec Programmer and Community Events Coordinator.

This position requires good skills in public relations, organization, and communication.

KEY DUTIES & RESPONSIBILITIES:

- First point of contact for customers – phone, recreation email, visitors, messages
- Scheduling program data entry and activity registration
- Various facility and park bookings including Campground, Picnic Shelters, Royal Hall, Parkland Stage, Meeting rooms, Playroom, and Sport Courts.
- Various tasks including, but not limited to, record keeping, statistics and filing
- Ensure office documents are updated
- Cash outs, payments and invoicing
- Support Administrative Staff as needed
- Assist with social media, website, and other marketing

AUTHORITY:

- The employee works under the direction of the Community Services Office Manager
- The employee shall consult with the Community Services Office Manager on activities or roles outside of normal policy or procedure

MINIMUM REQUIREMENTS:



- Grade XII education or equivalent training and experience.
- Willing to take additional training and professional development relative to the job
- Experience in an office environment is an asset
- Knowledge of Microsoft Office programs and various social media platforms

BUDGET RESPONSIBILITIES:

None

KNOWLEDGE/SKILLS/ABILITIES:

- Excellent written and oral communication skills are required
- Be physically capable of performing work tasks
- Flexible with the ability to multi-task
- Willingness to assist others and take initiative when required
- Willing to work independently and part of a team
- Strong public relation skills

WORKING CONDITIONS:

- Full-time, permanent position
- Indoor office work
- Occasional driving for errands may be required

DISCLAIMER:

- Please Note: The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee as needed by their supervisor/manager. This job description does not constitute a contract of employment or otherwise limit employment-at-will rights at any time.