

JOB IDENTIFICATION:

Office Clerk

JOB SUMMARY:

Under the supervision of the Secretary-Treasurer and general direction of the Executive Assistants, performs receptionist and clerical duties.

DUTIES & RESPONSIBILITIES:

01. Provides word processing services, including those of a confidential nature.
02. Maintains computerised filing systems (both confidential and non-confidential).
03. Performs receptionist duties.
04. Processes a variety of forms.
05. Performs data entry.
06. Maintains adequate inventory of office supplies.
07. Performs general office duties including keyboarding, faxing, filing, mail, photocopying and answering telephone inquiries.
08. Operates office equipment including adding machine, computer, fax, photocopier, postage equipment, P.A. system, shredder, typewriter.
09. Issues receipts, verifies deposits, maintains petty cash and enters purchase orders.
10. Works, in a setting with a high degree of confidentiality.
11. May, on occasion, be required to perform other job related duties.
12. Provides a good role model.
13. Displays excellent communication, interpersonal skills.
14. Maintains safe work practices.
15. Organizes deliveries of mail and parcels between schools and Board Office.

QUALIFICATIONS:

01. Grade 12 or equivalent.
02. Successfully completed post-secondary secretarial training with computers.
03. Previous experience in a related field.
04. Working knowledge of computer hardware and software.
05. Excellent keyboarding skills.