



## **EMPLOYMENT OPPORTUNITY**

<b>SERVICE AREA:</b>	<b>Post Secondary</b>
<b>DEPARTMENT:</b>	<b>Old Sun Community College</b>
<b>POSITION:</b>	<b>Administrative Assistant</b>
<b>WAGE:</b>	<b>Wage based on Education and Experience</b>
<b>TERM:</b>	<b>Permanent F/T</b>
<b>DATE POSTED:</b>	<b>October 8, 2021</b>
<b>DEADLINE:</b>	<b>October 22, 2021</b>

### **GENERAL STATEMENT OF POSITION**

The Administrative Assistant will welcome visitors by greeting them, in person or on the telephone; answering or referring inquiries. She/he will be in charge of maintaining the overall flow of the workplace operations, keep track of employee schedules and essential contact information. Carry out office support tasks in order to keep organization and their departments running smoothly.

### **DUTIES AND RESPONSIBILITIES**

- Key in, edit, proofread and finalize correspondence, reports, statements, invoices, forms, presentations and other documents from notes using computers.
- Respond to telephone, in person or electronic enquires or forward to appropriate person.
- Provides general information to the clients and the public.
- Organize files and keep records.
- Process incoming and outgoing mail.
- Send and receive messages and documents using fax machine or electronic mail.
- Performs bookkeeping tasks such as preparing invoices and bank deposits.
- Monitors and orders administrative and academic office supplies and arranges for the servicing of administrative equipment.
- Issue receipts for payments from students and public.
- Assists Financial Controller with Accounts Payable when needed.
- Must be punctual and reliable.
- Office support/duties as required from other Old Sun Community College staff.

### **QUALIFICATIONS**

- Education: Diploma and/or Certificate in Office Administration an asset or High School Diploma
- Experience: 3 years of related experience in an office environment (Required)
- Experience of Microsoft Office software (Required)
- Ability to build positive relationships with high level of interpersonal skills.
- Ability to prioritize tasks according to importance in a fast paced environment.
- Ability to handle conflict with sound judgment.
- Multi-tasking capability without compromising on quality.
- Must be proficient in handling office equipment including complex multiple lined telephones, printers, photocopy machines, etc.
- Knowledge of the Siksika language or culture and history an asset.

### WORK ENVIRONMENT

- General office environment, normal amount of lifting, carrying or climbing that is inherent in most office jobs.
- Expectations of professional conduct during office hours and a positive attitude toward community at all times.
- Works with a team at varying capacities and also must be able to work independently.

Resumes and cover letters should be emailed to [rhonda.healy@oldsuncollege.ca](mailto:rhonda.healy@oldsuncollege.ca) before 12:00 pm of the posting closing date.

**IMPORTANT:** All applicants **must** include the following:

1. Diploma/Certificates and or/other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Drivers License.

**Please Note:** Only **complete** applications will be considered. OSCC wished to thank all applicants and advise that only those candidates selected for an interview will be contacted.