

Job Profile

Job Profile Name:	Office Assistant A
Job Code:	CADA-00009
Employee Group:	AMUSE Casual

Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed tasks with minimal complexity and precise instruction.

Typical Functions:

1. Positive attitude while greeting and answering general inquiries. This includes directing calls, provide policies and procedures as well as providing locational directions.
2. Collects and enters data into established databases.
3. Receives, sends and sorts mail, parcels and various forms.
4. Schedules appointments and meetings when required. Books rooms through established system.
5. Performs basic word processing functions such as, document formatting, labelling, spellcheck, mail merge, drafting letters from template.
6. Verifies student ID, status and forms that may be submitted.
7. Document preparation of forms, exams, marketing materials and emails. Such preparation may include sorting, collating, filing, scanning, photocopying and shredding.
8. Distribution and tracking of items, such as instruments (musical, scientific) documents, books, equipment. A log to track these items may be required.
9. Provide general assistance at events such as auditions, training sessions, open house.
10. Using establish scripts, contact external and internal individuals regarding donations or program promotion.
11. Maintain immediate work area in a clean and orderly fashion.
12. The above is representative and not a complete and detailed list of tasks.

Minimum Education, Certification and Experience:

- High School Diploma with minimal or no experience