

Job Profile

Job Profile Name:	Office Assistant B
Job Code:	CADB-00014
Employee Group:	AMUSE Casual

Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of moderate complexity and the incumbent performs them using established instructions.

Typical Functions:

1. Greets clients and answers specific inquiries with a positive attitude. This includes detailed information regarding programs and services offered. Some inquiries may require further research into the topic.
2. Conducts research into Alumni lists and other data repositories for donations as well as into documented material for various projects.
3. Assists with events such as meetings, interviews, training sessions, exams and event setup.
4. Assists with planning of events, such as travel arrangements, recruitment, classroom setup and exams.
5. Performs specific editing and reviewing of documents, audio, video and web content as required.
6. Monitors and posts social media content to various platforms such as Twitter and Facebook.
7. Processes data, financial transactions, reports and registration forms as required.
8. Provides technical support for computer equipment, instruments (musical and scientific), other type of equipment (laboratory or audio/video) and programs.
9. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent. For example, incumbents may be asked to perform some elements of Office Assistant level "A" tasks in addition to the above listed functions.

Minimum Education, Certification and Experience:

- High School Diploma with one year of relevant experience in the field of work