

Job Profile

Job Profile Name:	Office Assistant C
Job Code:	CADC-00008
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 high complexity and the incumbent performs them using general instruction.

Typical Functions:

1. Organizes individuals as well as events such as meetings, workshops and sessions.
2. Conducts training during events, workshops or sessions.
3. Acts as a liaison between the unit and internal or external parties to provide various assistance or information.
4. Performs specific expense analysis via bookkeeping and expense claims. Creates reports and assists with budget preparation.
5. Creates various other reports when needed. May create sessions, programs and lessons in specific fields.
6. Acts as a resource person to resolve various issues that may arise during planning, scheduling and events.
7. 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" and/or "B" in addition to the above listed functions.

Minimum Education, Certification and Experience:

- High School Diploma with two years of relevant experience in the field of work