



Administrative Assistant - Casual

Competition #OA2324-01

Classification: Level 3
Position Description: Attached
Category: Casual – on an as needed basis
Hours of Work: Office (7.2 hrs/day)
Location: **Punnichy/Wynyard**

Attached is a posting for a Casual Administrative Assistant position for the Punnichy and/or Wynyard locations with Carlton Trail College. The successful candidate will support office staff on an as needed basis in either one or both of the locations mentioned above.

Human Resources Department
P.O. Box 720
Humboldt SK S0K 2A0
careers@carltontrailcollege.com
Tel: 306-682-2623

This posting will remain posted until filled.

Administrative Assistant - Casual

POSITION SUMMARY

This position reports to the Program Coordinator and is primarily responsible for a variety of office and/or reception duties in support of College programs and services at the Punnichy and/or Wynyard locations.

DUTIES AND RESPONSIBILITIES

- Perform reception duties such as handling and screening walk-in and telephone inquiries
- Provide general information regarding College programs and services
- Filing, record keeping, handing inter-office mail, keyboarding and data entry
- Order supplies and schedule appointments for staff using established procedures
- Perform other duties and tasks as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication skills and interpersonal skills
- Demonstrated ability to work with individuals with varying learning needs and from varying equity groups
- Ability to organize time effectively, proven ability to work independently
- Ability to communicate effectively, both orally and in writing, with students, colleagues, support services and agencies
- Ability to maintain confidentiality of personal information at all times and in accordance with Local Authority Freedom of Information and Protection of Privacy Act
- Ability to adapt to changes in the work environment, structure, processes, requirements or cultures
- Exemplifies the College's cultural values of accountability, respect, commitment, innovation and integrity

EDUCATION

The minimum relevant knowledge or formal training essential to perform the functions of this position is a **one-year post-secondary certificate or equivalent**. This education would typically provide knowledge of office procedure, keyboarding, software and basic bookkeeping.

EXPERIENCE

The minimum amount of practical, related experience required to perform the duties of this position is **one year**. This experience would typically provide skills such as interpersonal skills, communication skills, time management, accuracy and proficiency in keyboarding and specific computer functions and applications.