

## POSITION OVERVIEW

<b>POSITION</b>	<b>ADMINISTRATIVE ASSISTANT</b>
<b>REPORTS TO</b>	<b>GENERAL SECRETARY</b>
<b>NUMBER OF SUBORDINATES</b>	<b>NONE</b>
<b>ORGANIZATIONAL RELATIONSHIPS</b>	<b>ALL</b>
<b>FINANCIAL AND PERSONNEL AUTHORITIES</b>	<b>TBA</b>
<b>Employee:</b>  <b>Strategic Services Manager</b> <b>Signature:</b> _____ <b>Revised as at:</b> <b>22 FEBRUARY 2010</b>	

### **JOB OBJECTIVE:**

To provide required administrative support to the TTCF executive. Performs a variety of routine and complex clerical, secretarial, administrative and analytical work such as, but not limited to, keeping official records, providing administrative support to Technical Staff and assisting in the development and administration of Standard Operating Policies and Procedures.

## KEY FUNCTIONS

1. Performs a variety of routine clerical and administrative work for assigned Executive.
2. Receives the public and answers questions; responds to inquiries from members, others and refers, when necessary, to appropriate persons.
3. Purchases for all Department materials and supplies. Issues Local Purchase Orders, process for payment upon receipt of Invoices and forward to the Treasurer.
4. Operates listed office machines as required.
5. Receives, stamps and distributes incoming mail, processes outgoing mail.
6. Composes, types, and edits a variety of correspondence, reports, memoranda, proposals and other material requiring judgment as to content, accuracy, and completeness.
7. Inputs data to standard office and department forms; makes simple postings to accounts; compiles data for various reports.
8. Populates electronic spreadsheets with data and performs analyses including, but not limited to business, financial and statistical analyses using the electronic spreadsheets.
9. Creates effective presentations using relevant software, and plans and organizes for high impact presentations including technical requirements.
10. Plans Conferences and Training Sessions, schedules and coordinates travel plans for National Team and Managers.
11. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.
12. Performs backup duties for other related positions.
13. Distribute and follow up of required Reports from all Standing Committees.
14. Performs Telephone Operator Duties.
15. Ensuring all needs of TTCF executive are met efficiently, effectively and satisfactory.
16. Performs basic accounting functions using Peachtree software.
17. Performs related work: "the duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position."

# **JOB SPECIFICATION**

## **QUALIFICATIONS AND EXPERIENCE**

- APS (Administrative Secretarial Procedures) or Association of Business Executives (ABE) Diploma or equivalent with specialized course work in general office practices such as typing, data processing, and
- With three (3) – five (5) years' previous experience, two (2) of which must have been operating in similar capacity.

A combination of education, training and previous work experience demonstrating capability.

## **SKILLS AND COMPETENCIES**

### **BEHAVIORS**

- Customer Focused.
- High standard of workmanship and attention to documentation.
- Able to operate autonomously and demonstrate initiative in problem solving, decision making and proactive approach to job.
- Confidentiality and trustworthiness.
- Excellent communication skills and interpersonal skills.
- Ability to multi task.
- Independent thinker and problem solver.

### **BUSINESS SKILLS**

- Internal and external correspondence
- Report Writing
- Knowledge of account process and procedures

### **TECHNICAL**

- Fully proficient in the Microsoft Office Suite or other Office Automation Software.
- Ability to operate a variety of Business enhancement tools such as, but not limited to, scanners, fax, printer, multi-media, computer and photocopiers.
- Ability to function in an engineering or technical environment.
- Experience using Peachtree Accounting software.