3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 · www.cmsd.bc.ca

Job Title	Administrative Assistant 1
Department	Administration
Location	Assigned School
Reports to	School Administrator(s)

GENERAL DESCRIPTION

Reporting to the school administrator(s) the Administrative Assistant 1 Performs administrative, secretarial, basic accounting and cashiering, reception and clerical services in a confidential environment within a school or district office.

TYPICAL DUTIES

- Performs receptionist duties. Screens visitors. Responds to a wide variety of external/internal inquiries by telephone, e-mail and in person.
- Composes and types letters, memos, forms, financial reports, office procedures and other documents. Maintains records and files.
- Assists with school start-up and year-end procedures including textbook distribution, awards and transition programs, ministry forms, prepares and enters transcript data.
- Schedules appointments and meetings. Arranges travel.
- Assists with organizing meetings, events and field trips.
- Maintains and orders office and stationary supplies, materials, learning resources and equipment. Monitors maintenance requisitions.
- Records and files minutes and proceedings for staff and committee meetings.
- Ensures maintenance of telephone/voicemail system.
- Monitors school/departmental budgets.
- Performs basic accounting and cashiering duties.
- Maintains staff attendance records including for on-call staff and monitors completion of time sheets.
- Maintains student records. Enters data, generates attendance records and reports.
- Performs new student registrations, confirming paperwork is complete. Updates student information system.

- Maintains department/school website, calendar, bulletin board and web forms.
- Opens and distributes incoming mail, faxes and courier items.
- Operates and ensures office equipment is kept in good repair. Processes and monitors maintenance requisitions.

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS						
•	Grade 12 Office administration pro Two years office adminis	ogram (equivalent to one yea stration experience	ar of p	ost secondary education)		
FOR CMSD:	Kiran Bath		Title	Director of Human Resources		
FOR CUPE:		•	Title	CUPE JEMC Representative		