

POSITION DESCRIPTION

DOCUMENT No OHR_PD08

POSITION TITLE:	Administration Assistant (Essential Services)		
EMPLOYMENT STATUS:			
CLASSIFICATION / AWARD:			
SITE:	12 th Street Office	DEPARTMENT:	Corporate Services
REPORTS TO:	Corporate Services Manager		

PURPOSE OF POSITION:
<ul style="list-style-type: none"> To provide general, routine and specialised administrative duties as directed by the Corporate Services Manager for the Christie Centre Inc.
RESPONSIBILITIES & DUTIES:
<ul style="list-style-type: none"> To maintain an orderly office and filing system. Performs general administrative and clerical duties such as data entry, typing (ie. correspondence, reports and other documents etc.), photocopying, and mailing etc. to ensure effective and efficient workflow is maintained in an accurate and up-to-date manner. Provide support to the Corporate Services team to ensure that Christie Centre Inc. staff personnel are provided with the resources to make effective decisions. Schedule and coordinate meetings and prepare agendas as requested by the Corporate Services Manager. Assist the Corporate Services Manager in coordinating and maintaining of hardcopy and e-file documented information for Corporate Services (Finance and Administration) and Human Resources (HR) as required. Handle requests for information and data pertaining to the Christie Centre Inc. including Customers using the service in accordance with Christie Centre Inc. privacy and confidentiality policies and procedures. Provide assistance as needed for accounts payable/receivable. Coordinating the analysing of data, preparation of reports and data entry as required for key organisations. Follow-up all enquiries (face-to-face, over the phone, email etc.) as requested ensuring appropriate feedback is completed within an acceptable timeframe. Ensuring the operations of Essential Services is maintained and current. Contributing to the team and helping resolve administrative problems and internal enquiries as needed. Respect and maintain the confidentiality of the organisation and the people the Christie Centre Inc. represent. Performing any other duties if required assisting Team Leaders and other supporting staff

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personnel as authorised by Corporate Services Manager.

- Undertake Reception duties as needed.
- To inform the organisation if unable to attend work via phone call (not SMS).

AUTHORITY:

- Drive Christie Centre Inc. vehicles for which the appropriate licence is held, and only when authorised by the Executive Officer or their delegate.
- Handling and management of incoming monies for the Christie Centre Inc. as required.
- Access to external databases for reporting purposes as approved by the Executive Officer or their delegate.

HEALTH, SAFETY, WELLBEING & QUALITY

- Comply with Christie Centre Inc. Health, Safety and Wellbeing (HSW) and Quality Assurance Management Systems, including statutory obligations;
- Initiate actions to prevent the occurrence of non-conformities in processes or systems;
- Identify, initiate, recommend and assist in the issue resolution process;
- Verify and confirm the effective implementation of said solutions;
- Ensure prompt reporting of all incidents or near misses in accordance with procedures;
- Strive to continuously improve the processes and systems; and
- Promote a positive HSW culture in the workplace.

QUALIFICATIONS / SKILLS / WORK EXPERIENCE:

Essential	Desirable
Current Police Check	Worked in a Disability Service
Current Drivers Licence	
Proficient computer skills (specifically MS Office Suite)	

PERSONAL QUALITIES & BEHAVIOURAL TRAITS:

Essential	Desirable
Friendly and approachable manner	Highly motivated and uses initiative
Excellent communication skills-written and verbal	Ability to multi task
Excellent organisational and coordination skills	
Time Management	

RELATIONSHIPS:

With	Purpose
Corporate Services Manager	Reports directly to the Corporate Services Manager

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AGREEMENT:

I have read the position description and agree to abide by it to the best of my ability.

Signed: _____ Date: _____

WITNESSED BY:

Name: _____ Position/Title: _____

Signed: _____ Date: _____

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