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| **Title of Position** | Office Assistant |
| **Department** | Advancement & Alumni Relations |

**Primary Job Duties**

**Inventory No. / Job Task Details**

1.00 Assist with the filing, sorting, organizing, retrieving and disposal of various documents

1.01 Provide general reception/help desk assistance (answer phones, respond to emails, greet visitors)

1.02 Label, sort and distribute incoming and outgoing mail

1.03 Prepare and/or complete basic documents, reports and/or presentations using Microsoft Office (Excel, Word, PowerPoint, Visio)

1.06 Assist with scheduling of meetings, special events and general office activities

1.07 Operate office equipment such as photocopier, printer and fax machine

1.10 Respond to general inquiries (email, phone, in person), providing customer service, basic instruction and direct students/staff to appropriate personnel or resources

2.04 Distribute various information around the College

4.05 Conduct basic research

10.00 Other duties as required

**Qualifications**

* Current student of Fleming College
* Enrolled in a related program of study
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Knowledge of general office procedures
* Prior experience in a customer service environment
* Good proficiency with Microsoft Office Suite (Word, Excel, Visio, PowerPoint)
* Good organizational skills
* Ability to work with and maintain confidential records
* Good organizational skills, with the ability to multi-task
* Ability to use common office equipment such as photocopies, fax machines, etc.
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Demonstrated attention to detail