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| **Title of Position** | Office Assistant - SSM |
| **Department** | SSM |

**Primary Job Duties**

**Inventory No. / Job Task Details**

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

1.04 Assist with maintaining accurate and complete records and information on file

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

1.08 Collect, compile, record and/or consolidate data/information (ie. statistical purposes)

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

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)
* Proficient knowledge and experience with a variety of social media platforms
* 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