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| **Title of Position** | Registrar Office Assistant |
| **Department** | Registrar’s Office |

**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)

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

1.05 Assist with travel and accommodation arrangements

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)

1.09 Assist with inventory tracking and monitoring (ie. equipment and supplies)

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

1.11 Prepare and print mailing lists

**Qualifications**

* Current International student of Fleming College
* 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 Office 365 and Microsoft Apps
* Good proficiency with Adobe Acrobat
* Ability to work with and maintain confidential records
* Good organizational skills, with the ability to multi-task
* Ability to use common office equipment
* 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
* Ability to lift and move items that can weigh up to 30lbs