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<b>Title of Position</b>	Office Assistant
<b>Department</b>	Finance

## **Primary Job Duties**

### **Inventory No. / Job Task Details**

- 1.01 Provide general reception/help desk assistance (answer phones, respond to emails, greet visitors)
- 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
- 1.07 Operate office equipment such as photocopier, printer and fax machine
- Assist with scheduling of meetings, special events and general office activities
- 1.10 Respond to general inquiries (email, phone, in person), providing customer service, basic instruction and direct students/staff to appropriate personnel or resources
- 1.02 Label, sort and distribute incoming and outgoing mail
- 4.05 Conduct basic research
- 4.07 Update information on internal sites
- 4.00 Assist with project related work 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 photocopiers, 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