
Title of Position	Special Projects Assistant
Department	Health Services

Primary Job Duties

Inventory No. / Job Task Details

- 1.10 Respond to general inquiries (email, phone, in person), providing customer service, basic instruction and direct students/staff to appropriate personnel or resources
- 1.04 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
- 3.00 Assist with daily cleaning and maintenance of classroom and/or lab space and equipment (cleaning, organizing, servicing, inventory and sign out of equipment)
- 4.00 Assist with project related work as required
- 4.05 Conduct basic research
- 5.02 Manual labour requiring the use of basic tools and equipment and lifting up to 30lbs
- 5.01 Assist with loading/unloading of supplies and materials

Qualifications

- Current 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 Microsoft Office Suite (Word, Excel, Visio, PowerPoint)
- 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