**Title of Position:**  Office Assistant – Basic

**Division/Department:** Advancement & Alumni Relations

**Job Duties**

* Provide reception, telephone services and/or provide clerical support
* Prepare reports or spreadsheets using Word, Excel or Access
* Operate office equipment such as photocopier, fax machine, calculator, printer
* Conduct web research
* Assist with marketing efforts
* File various documents in alpha-numeric order and locate materials from files
* Type letters, memoranda, reports, etc.
* Prepare and process information
* Respond to simple inquiries
* Distribute various information throughout the College
* Assemble and categorize facts and figures for written computation and calculations
* Locate and compile information and format reports, graphs, tables, records and other sources of information
* Assist in coordination of special projects, events, office activities and committee meetings
* Open, sort and screen mail
* Other duties as required

**Qualifications**

* Grade 12 secondary school diploma with some post-secondary education, ideally in a Business program
* Well developed oral communication and interpersonal skills to provide effective customer service in the work unit
* Ability to work in a variety of software including data entry and extraction, spreadsheets and databases
* Knowledge of general office and accounting procedures
* Ability to use common office equipment such as photocopies, fax machines, etc.
* Good organizational skills to compile and maintain statistical information
* Good judgment in responding to inquiries
* Ability to work with and maintain confidential records
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player

**Additional Information ie special equipment or travel**