

**STUDENT ESTABLISHED JOB DESCRIPTION**

**Title of Position:** Co-op & Placement - Office Assistant

**Division/Department**: SENRS **Job Duties**

* 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
* 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
* maintain calendars, schedule appointments and book meeting rooms
* assist in coordination of special projects, events, and office activities
* use various software applications such as spreadsheets, databases, word processing to assemble, manipulate and/or format data and/or reports
* answer telephone, screen callers, and relay messages
* and other duties as required

# Qualifications

~~•~~ Grade 12 secondary school diploma with some post-secondary education, ideally in a SENRS program

* good organizational skills to compile and maintain statistical information
* ability to work with and maintain confidential records
* ability to communicate effectively and function as a team player.
* excellent communication and customer service skills
* dependable and reliable
* excellent time management skills
* strong problem solving skills
* working knowledge of Microsoft Word/Excel/Access/Outlook

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