



Provincial Job Description

TITLE:
(339) Office Administrative Assistant

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides a wide range of administrative support and coordination of clerical/financial services to a variety of department(s) and/or program(s) and/or facility(ies).

QUALIFICATIONS:

- ◆ Office Education certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Intermediate keyboarding skills
- ◆ Basic medical terminology, where required by the job
- ◆ Interpersonal, organizational and communication skills
- ◆ Ability to work independently

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous experience in an office environment.

KEY ACTIVITIES:

A. Word Processing / Typing

- ◆ Creates, edits, and formats documents (e.g., letters, memos, agendas, posters, brochures, minutes, presentations, manuals, forms and charts) using a variety of computer software.
- ◆ Creates, maintains databases, inputs statistics and prepares reports.
- ◆ Transcribes and distributes information (e.g., reports, minutes).
- ◆ Performs data entry.

B. Reception / Telephone

- ◆ Greets public and provides general information/reception duties.
- ◆ Provides telephone coverage for a variety of departments/facilities.
- ◆ Takes messages/pages individuals, as appropriate.

C. Financial / Payroll / Scheduling

- ◆ Performs financial duties (e.g., accounts receivable/payable, petty cash, bank deposits, collecting rent/trusts/donations).
- ◆ Performs booking/scheduling duties (e.g., scheduling appointments, scheduling staff, Leave of Absence replacement).
- ◆ Performs payroll duties (e.g., correct and distribute pay time sheets, process allowance sheets for payment, payroll data entry).

D. General Office Duties

- ◆ Picks up and delivers mail, photocopies, faxes, e-mails, laminates, collates, shreds.
- ◆ Coordinates departmental computer security.
- ◆ Acts as a resource person for clients/patients/residents and staff for information and forms.
- ◆ Orders, receives, records, stores and dispenses office supplies.
- ◆ Liaises with vendors/suppliers/materials management (e.g., quotations for supplies, education materials).
- ◆ Maintains and troubleshoots office equipment.
- ◆ Maintains filing system/purges/archives.
- ◆ Keeps manuals up-to-date.
- ◆ Books meeting rooms, teleconferences, central vehicle agency vehicles.
- ◆ Coordinates travel.
- ◆ Sorts and distributes reports/assembles information packages.
- ◆ Records minutes at meetings.
- ◆ Tracks Quality Assurance issues.

E. Patient Registration

- ◆ Completes patient registration, discharge and transfer forms.
- ◆ Maintains waiting lists.
- ◆ Collects patient valuables.
- ◆ Porters patients to wards/departments with necessary papers.
- ◆ Maintains daily bed census and client database.

F. Related Key Work Activities

- ◆ Assists with the enrolment of new employees into employee benefits plans, tracks postings, posts seniority lists.
- ◆ Performs health record related duties (e.g., assembles health records, assists with the release of information, provides filing/retrieval/retention services and prepares required statistics).
- ◆ Maintains resource materials.
- ◆ Coordinates program/workshop activities.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: June 26, 2005

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