

Group: CUPE

Title: **Operations Administrative Assistant**

Dept.: Operations

Location: Nelson Operations

Position Description:

Performs administrative, secretarial, basic accounting, reception, and clerical services for the Operations department. Coordinates the operation of a district department and dispatches the work of custodial support staff.

Reports to:

Director of Operations or designate.

Direct Reports:

N/A

Duties & Responsibilities:

- Dispatch for custodial staff.
- Trains, orients, and provides guidance to employees on procedures and regulations. Organizes cross training opportunities.
- Coordinates departmental activities with district and school staff.
- Performs receptionist duties. Screens visitors. Responds to a wide variety of external/internal inquiries by telephone, email, and in person.
- Composes letters, memos, forms, financial reports, office procedures, and various documents. Manages records and files.
- Responsible for coding and reconciling credit and fuel card transactions, invoices for the operations department. Collect, input, reconcile, and upload Carbon Tax data as needed.
- Maintains fleet information, includes assisting the transportation team with insurance.
- Manages appointment and meeting schedules, arranges travel as needed, and assists in organizing meetings and events.
- Maintains and orders office and stationary supplies, materials, learning resources and equipment. Monitors maintenance requisitions.
- Records and files minutes and proceedings for district and staff meetings.
- Assists with budget preparation to ensure financial planning and adherence to fiscal goals.

- Maintains staff attendance records including for on-call staff and monitors completion of time sheets.
- Performs related clerical duties including responding to internal and external stakeholders, reporting, data management.
- Administration of operations staff schedules and absences, ensuring accurate and up-to-date records
- Performs accounting duties including accounts receivable and payable, journal entries, cash handling, and account reconciliations.
- Maintains accurate departmental email lists.
- Proper use and safe handling of hazardous materials (WHIMIS)

The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the area of knowledge and skills required by the job description may also be assigned.

Job Requirements: Minimum Qualifications **Skills & Knowledge & Abilities**

Education & Experience:

- Grade 12.
- Completion of an Office Administration program certificate or equivalent post-secondary education.
- First Aid Level 1
- Minimum two (2) years office administration experience.
- Keyboarding 50 w.p.m

SKILLS:

- Strong verbal and written communication, organizational, and time-management skills.
- Strong conflict resolution skills and an ability to manage difficult situations with tact and diplomacy.

KNOWLEDGE:

- Considerable knowledge and/or experience with computerized accounting, bookkeeping and record-keeping systems commensurate with the school's operating procedures.
- Required to understand overall general district processes.

ABILITY

- Ability to understand and implement office procedures.
- Ability to organize and prioritize workload with limited supervision.
- Ability to independently manage requests and problem-solve.
- Ability to accurately process large amounts of cash.

RESPONSIBILITY

- Working under limited supervision using standardized practices and/or methods.
- Must always reflect professionalism and adhere to the district mission, vision and values as outlined in our strategic plan.
- Follows school district policies, procedures, regulations, and safe work practices.
- Manages confidential and sensitive information with discretion and professionalism.

WORKING ENVIRONMENT

- Work is generally indoors.
- Extended periods of sitting or standing in one place.
- Extended periods of keyboarding and prolonged screen time.
- Working in a fast-paced work environment, managing time constraints, navigating frequent interruptions, and handling challenging interactions with the public.

SALARY:

- Wages and employment benefits per CUPE collective agreement.

KEY RELATIONSHIPS:

- School District 8 Staff
- PAC
- Vendors and Contractors
- General Public
- Suppliers

Next scheduled revision: Spring, 2028

Agreed upon: February 14, 2024