



Grande Prairie ^{and District} Catholic Schools

Job Description

CEC SECRETARY

Date Created	June 2018
Date Amended	

Reports To

Executive Assistant to the Superintendent

Summary

The CEC Secretary is responsible for a wide variety of administrative duties in support of the Executive Team.

The CEC Secretary provides exceptional customer service and provides a positive first impression of the District and its employees. This position required a professional manner, approachable personality to assist with telephone and in-person inquiries and has excellent communication skills. In addition, the CEC Secretary provides administrative support as required. The CEC Secretary will have thorough knowledge of and conform to the policies and procedures of the Grande Prairie & District Catholic Schools.

This position will manage and administer inbound and outbound mail. This role will also act as a first point of contact and provide general information to staff, clients, and the public

Qualifications

Formal Education

- Two-year Administrative Diploma

Experience

- Two years of formal experience in performing responsible clerical and secretarial work
- Other combinations of applicable education, training, and experience, which provide the knowledge, abilities, and skills necessary to perform the position may be considered

Competencies

- Positive and progressive attitude
- Superb telephone manner
- Excellent communication skills
- Good office clerical skills
- Well-groomed business-like demeanor

- Excellent writing and listening skills
- Knowledgeable in Microsoft Office Suite software
- Working knowledge of business services software tools including SRB PowerSchool and Intellimedia
- Working knowledge of online payment systems
- Knowledgeable in internet and e-mail protocol
- Ability to prioritize and work independently on projects as assigned
- Enjoy working with people
- Flexible multi-tasking ability – able to switch priorities
- Experience with a multi-line phone system
- Typing skills (60+ wpm)
- Ability to adapt to new technology
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Ability to effectively communicate both verbally and in writing
- Ability to respond quickly in a dynamic and changing environment
- Ability to work individually as well as part of a team
- Strong writing, editing, and proofreading skills
- Superior telephone manners and strong interpersonal skills
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment

Duties and Responsibilities

- Reception/receive and greet guests
- Sort and distribute mail
- Manage incoming and outgoing parcels/deliveries (i.e. Purolator)
- Coordinate Hold Mail notices to Canada Post for schools and for the Catholic Education Centre as required
- Answer telephone calls and direct calls to the appropriate staff
- Send, receive and distribute faxes
- Promptly screen and distribute incoming email, responding where appropriate
- Ensure public access doors are unlocked and locked at appropriate times
- Maintain office supplies
- Provide clerical support for the Education Foundation
- Prepare, review, and/or edit various forms of correspondence such as letters, invoices, presentations, publications, and reports
- Administer and manage inbound and outbound mail, including priority post, packages, courier services, and other correspondence

- Act as a first point of contact and provide general information to staff, clients, and the public relating to their questions, concerns, or suggestions
- Answer telephone and electronic inquiries and relay telephone calls and messages
- Refer and/or redirect calls, emails, or visitors as required
- Assist in the compilation of data for various reports
- Coordinate the logistical aspects of departmental programs such as meetings, seminars, workshops, special projects, and events
- Maintain a high level of confidentiality in all interactions
- Maintain and monitor office supply inventory levels; place orders as required; and arrange for servicing of office equipment
- Organize, maintain, and coordinate office records and files
- Photocopy and organize documents for distribution, mailing, binding, and filing
- Prepare travel schedules, book travel arrangements, and make reservations for senior management and executive staff
- Present a positive and professional image of the organization when interacting with employees, clients/customers, visitors, and other external stakeholders
- Review all documents, reports, and correspondence prepared for executive or management signatures for format, content, grammar, and spelling; make edits as necessary
- Schedule and confirm appointments, meetings, and conferences for management team and/or clients/customers
- Accurately and appropriately file correspondence, invoices, and receipts
- Act as first line contact with vendors or clients regarding billing problems
- Arrange travel bookings via approved providers, distribute tickets to staff, and post incurred expenses to the summary sheet
- Other duties as assigned

Work Conditions

- Operation of desktop computer and peripherals
- Extended periods of sitting
- Interaction with employees, management, and the public at large
- Working in a busy office environment with frequent interruptions
- Occasional overtime

Health and Safety

- Each employee is required to become familiar with and adhere to Administrative Procedure 129 – Occupational Health & Safety, and AP130 – Safe & Healthy School Environment.
- Each employee is to ensure that they are following safe work methods and relevant regulations.

Acknowledgement and Agreement

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

Name: _____

Signature: _____

Date: _____

Witness: _____