

Vancouver Island West School District 84

Job Description

Administrative Assistant 2

(School Board Office)

Summary

Under the direction, evaluation and supervision of the Superintendent of Schools and the Human Resources Administrator, the Administrative Assistant 2 provides clerical support services to the District Office.

Duties

- Performs a variety of clerical duties, such as telephone, relaying messages, reception, filing, photocopying, record keeping, typing documents, and correspondence.
- Assists in maintaining a variety of information and records, and responds to requests for these records.
- Performs all duties with a level of interpersonal and communication skills appropriate to the position.
- Answers inquiries and provides assistance to staff and the public.
- Sorts and distributes mail, when required.
- Assists with the ordering and distribution of supplies.
- Assists in the arrangement of special events or meetings.
- Performs all duties with a level of interpersonal skills appropriate to the position.
- Maintains the confidentiality of sensitive information seen or heard.
- May be required to perform other job-related duties as assigned.

Qualifications

- Grade 12 education or the equivalent.
- One year of office experience, preferably in the school environment.
- Ability to type accurately at 50-60 words per minute.
- Ability to operate standard office equipment.
- Working knowledge of word processing using a computer system.