

## **Administrative Assistant**

### **1. Overall Purpose**

Under the general supervision of the President, and the Assistant Director, the Administrative Assistant provides confidential administrative and clerical functions for the Sydney Tar Ponds Agency team.

### **2. Specific Accountabilities**

#### **Support to President**

- Composes correspondence. Proof reads and edits correspondence and other documents to ensure accuracy and consistency. Tracking of out-going/incoming correspondence maintaining confidentiality using tact and discretion; and
- Arranges meetings, prepares agenda, ensures appropriate boardroom bookings transcribes and distributes minutes of meetings.

#### **Purchasing/Accounts Payable**

- Assist with quotes and other inquiries;
- Monitor office stationery and supplies and originating requisitions as required;
- Assist in Accounts Payable and Procurement (SAP).

#### **Administrative Duties**

- Filing, faxing, photocopying;
- Types and create correspondence, report, minutes and all other related material from verbal direction;
- Answers incoming calls and greet visitors when receptionist is not available;
- Assist other administrative assistants as required;
- Assist Support Services staff as required;
- Arrange meetings, travel schedules and reservations; and
- Assist Management as required.
- Responsible to ensure that monthly reports from Managers are received on time.
- Perform other related tasks as assigned by the Assistant Director of Support Services.

### **3. Reporting Relationship**

**This Job has a reporting relationship to the Assistant Director**

#### 4. Skills required for Administrative Assistant

- **Judgment and Initiative:** This position requires a high degree of individual initiative, self reliance, resourcefulness, and motivation.
- **Communication Skills:** The Administrative Assistant must have effective oral and written communication skills and must be able to establish and maintain working relationships with the general public, co-workers, elected and appointed officials, and other government agencies.
- **Time Management:** The Administrative Assistant must be able to effectively manage, prioritize, and work effectively under pressure during peak demand times of this project.

#### 5. Other

Other important information that will help applicants understand this position:

The Sydney Tar Ponds Agency is a special operating agency established in 2004 to oversee the implementation of the 10-year, \$400-million cleanup of the Sydney Tar Ponds and Coke Ovens sites. The Agency is responsible for all aspects of the cleanup, including project design, project management, procurement of goods and services, environmental assessment, occupational health and safety, community relations, and communications. The Agency has two operating divisions: Support Services and Engineering. Each of the two operating divisions has a Director who reports to the Agency's President.

#### 6. EDUCATION, EXPERIENCE, AND CORE SKILL REQUIREMENTS

- Grade 12 plus a Certificate or a diploma in business or office administration, with exposure to fundamental accounting principles and three (3) years related experience or an equivalent combination of training and experience in a fast paced, office environment . Excellent typing skills. Proficient in typing from handwritten notes and minute taking;
- High level of computer proficiency including Microsoft Office software products (Word, Excel, Access, Power Point and Outlook).
- Initiative and tact in dealing with a variety of personalities;
- Requires keen attention to detail at all times;
- Ability to organize work effectively and efficiently without supervision;
- Strong communication and presentation skills, both oral and written;
- Ability to maintain confidentiality;
- SAP and data management would be an asset.