



POSITION DESCRIPTION

POSITION TITLE: Administrative Clerk - Administration

RESPONSIBLE TO: Director, Finance & Human Resources

GENERAL ACCOUNTABILITES:

*The **Administrative Clerk** serves as a champion of the Vision and Mission and promotes an environment that is consistent to the Health Centre's Statement of Values and Principles. The Administrative Clerk is an essential member of the client-centred health professional team. The Administrative Clerk will work with the other members of the Health Centre's teams to effectively and efficiently serve Health Centre clients through traditional, non- traditional and innovative approaches to service delivery within the broad determinants of health framework.*

SUMMARY OF FUNCTIONS:

The major responsibilities of the Administrative Clerk will be to provide support to the Finance, Human Resources and Pathways to Education Team in all administrative functions specific to the accountabilities listed below.

SPECIFIC ACCOUNTABILITIES:

1. Photocopy, print and collate documents for distribution, mailing and filing
2. Sort and file documents according to established filing systems, locate and retrieve documents from files as requested and maintain records of filed and removed materials
3. Maintain file retention system, both electronic and paper based
4. Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases
5. Order office supplies and lead the consolidated inventory processing
6. Handle general administrative requests for information and data
7. Coordinate scheduling and accurate minute taking for staff and committee meetings
8. Coordinate repairs to office equipment if needed
9. Other duties as assigned or assumed on personal initiative.

QUALIFICATIONS:

1. Thorough knowledge of and proficiency in office administrative practices and procedures;
2. Undergraduate degree or College Diploma in a relevant discipline; Office Administration or a combination of a high school diploma and several years' experience;

3. Minimum of two years' administrative experience of progressive responsibility, preferably in a human service organization;
4. Experience and general knowledge of Finance & Human Resources would be an asset;
5. Demonstrated ability to be flexible, and possess excellent organization and problem-solving skills;
6. Excellent communication and interpersonal skills, with a demonstrated ability to work with staff to ensure an effective and efficient working environment; and
7. Knowledge and proficiency in the use of personal computers and various word-processing and data base packages.

I understand the requirements, essential functions and duties of the position.

Employee Signature

Date:

Revised: May 2023