



POSITION DESCRIPTION

POSITION TITLE: Administrative Clerk - Administration

RESPONSIBLE TO: Director, Finance

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 Assistant 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 Human Resources and Finance Team in all administrative functions specific to the accountabilities listed below. The Administrative Clerk will also provide logistical and administrative support for Pathways to Education program implementation while ensuring accuracy in entering records into databases.

SPECIFIC ACCOUNTABILITIES:

1. Photocopy 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
4. Maintain computer and manual filing systems
5. Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases
6. Order office supplies
7. Handle general administrative requests for information and data
8. Resolve administrative problems and inquiries as assigned
9. Take accurate minutes of meetings
10. Coordinate repairs to office equipment
11. Coordinate scheduling of meetings
12. Photocopy and print out documents on behalf of other colleagues

13. Data entry of Pathways to Education program engagement and accurate, confidential recording of program data;
14. Providing administrative support for the Pathways to Education program, including updating of client registration files, preparation of program-related resources and documents, and managing client and program-related records;
15. 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 in a relevant discipline, College Degree in Office Administration or combination of 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 Human Resources and Finance, 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: January 2021