

ADMINISTRATIVE ASSISTANT ST. BASIL EDUCATION CENTRE

DAILY SUPERVISOR

SUPERINTENDENT

HOURS OF WORK PER DAY

7 HOURS PER DAY

JOB DESCRIPTION

Under the direction of the Superintendents, the Administrative Assistant performs tasks to ensure the smooth operation of their assigned department in the St. Basil Education Centre

QUALIFICATIONS

EDUCATION:

- Two (2) year secretarial program or equivalent

WORK EXPERIENCE:

- Five (5) years office experience

TECHNICAL SKILLS:

- Excellent computer skills
- Strong written and oral communication skills

INTERPERSONAL SKILLS:

- Organizational skills/time management
- Communication skills and telephone etiquette
- Ability to work unsupervised
- Good public relations skills
- Work independently and show initiative
- Professional attitude
- Ability to work in a team environment
- Confidentiality