



Campbell River & District Association for Community Living

TITLE: Confidential Secretary
DATE POSTED: July 15, 2014
LOCATION: Campbell River, BC
CLOSING DATE: July 29, 2014
APPLY TO: careers@cradacl.bc.ca

JOB SUMMARY

The Confidential Secretary is responsible for all aspects of administrative support. The Confidential Secretary contributes to the effective functioning of the administration team by balancing the completion of individual tasks and the overall workload of the administration department within the time frames available.

DUTIES & RESPONSIBILITIES

- Completes requests by greeting the public, in person or on the telephone; answering or referring inquiries to the appropriate staff members
- Prepares and sends outgoing faxes, mail, and courier parcels
- Sorts incoming mail, faxes, and courier deliveries for distribution
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
- Ensures all filing is done
- Records minutes of meetings when requested
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Coordinates the maintenance of office equipment
- Maintains department schedule by maintaining calendars for department personnel; arranging meetings, conferences, teleconferences, and travel
- Ensures the timely distribution of material to the Board of Directors
- Keeps the reception area, boardroom, and photocopy room neat and tidy
- Performs all other tasks required for the smooth and efficient running of the office

SKILLS & QUALIFICATIONS

- 1 to 3 years prior office experience
- Post-secondary education in business, or office management is an asset
- Demonstrated oral and written communication skills
- Must be extremely organized and have exceptional time management skills
- Must be able to multitask to complete tasks with competing priorities and deadlines
- Ability to work without direct supervision
- Ability to act in an appropriate, professional manner at all times
- Strong problem solving skills
- Strong keyboarding skills

- Proficiency with Microsoft Office
- Proficiency operating computers, voice messaging systems, fax machines, and photocopiers
- Must have a clear criminal record check through the Ministry of Justice
- Must have a negative tuberculin skin test result
- Must have access to a vehicle