



BCGEU POSITION DESCRIPTION

POSITION TITLE:	Administrative Assistant, IT	JOB NUMBER: 786
REPORTS TO:	Divisional Business Manager – IT/Facilities	INCUMBENT:
DEPARTMENT:	Information Technology	DATE CREATED: October 2, 2019
JOB CLASS:	7	DATE REVISED:

PRIMARY FUNCTION

The Administrative Assistant, IT is responsible for providing administrative support for the Information Technology leadership team.

JOB DUTIES AND TASKS

1. Perform administrative support tasks:
 - a. Compile information, prepare and produce various documents such as draft reports, forms and correspondence.
 - b. Provide orientation to new department personnel including assignment of office keys, telephone and computer account.
 - c. Create technical minutes and memos from a variety of mediums.
 - d. Prepare various human resources documentation such as Request for Talent form and Employee Transaction Form.
 - e. Support the hiring process by preparing internal and external postings, interview guides, selection committee materials and tracking and distributing materials.
 - f. Exchange information with other departments both internal and external regarding policies, procedures and program information.
 - g. Process various forms, applications and reports; verify accuracy and completeness and distribute to appropriate person/department both internal and external.
 - h. Maintain scheduling system for appointments, meetings, workshops, interviews, presentations and evaluations.
 - i. Attend meetings in support of IT Leadership; take minutes for distribution.
 - j. Compose and transcribe routine correspondence for the leadership team member's signature.
 - k. Assist departmental staff with timesheets, expenses, travel requests, leave monitoring, etc.
 - l. Proofread various documents such as memos, policies, emails and proposals.
 - m. Set up and maintain filing system, and records for personnel.

2. Prepare financial documentation and information:
 - a. Assist the Divisional Business Manager with budget preparation by compiling and researching required information.
 - b. Create web requisitions and maintain financial excel spreadsheets.



- c. Check coding, accuracy and completeness of various documentation.
- d. Verify and process financial documentation such as requisitions, timesheets, expense reports and P-cards on behalf of IT leadership.
- e. Prepare reports and statistical information for IT leadership.

3. Related duties:

- a. Operate and troubleshoot office equipment such as photocopier, fax machine and multifunction printers.
- b. Assist with planning and coordinating special events (information sessions, committee meetings, workshops and conferences).
- c. Organize travel arrangements on behalf of IT leadership.
- d. Arrange for courier service and sign for receipt of deliveries.
- e. Open, sort and distribute mail.
- f. Maintain and order stock of office supplies, forms and materials.

SUPERVISION RECEIVED:

This position reports to the Divisional Business Manager – IT/Facilities.

SUPERVISION/DIRECTION EXERCISED:

This position provides orientation to new employees as required.

PHYSICAL ASSETS/INFORMATION MANAGEMENT:

Operate, maintain and troubleshoot various office equipment such as computer, photocopier and Multi-Function Devices; maintain and update department filing system and records; secure files and confidential information.

FINANCIAL RESOURCES:

Process department expense reports, purchase requisition, P-cards and timesheets; order and/or purchase supplies; sign for receipt of goods and services; check accuracy and completeness of calculations on various forms, applications and contracts; monitor expenses and track financial transactions and accounts using spreadsheet applications.

The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES

- Excellent understanding of computer concepts and terminology and demonstrated intermediate level of competency with Microsoft office products such as Word, Excel, Visio, PowerPoint and Outlook.
- Intermediate experience in creating financial records within Excel and the knowledge of exporting budget information to management. An advanced Excel Certification is an asset.
- Advanced understanding and working knowledge of FAST Financials and Web Requisition along with Banner experience.



- Demonstrate competence for handling the confidential information of the IT department in accordance with the policies & procedures of KPU.
- Assist with planning and coordinating special events (information sessions, workshops and conferences).
- Ability to independently draft correspondence, meeting minutes, notices, and other business communications.
- Demonstrated proofreading skills of a variety of documents; check for grammar, punctuation, numeracy and spelling.
- Demonstrated ability to operate standard office equipment such as multi-function units.
- Demonstrated ability to type 50 wpm.
- Demonstrated ability to communicate effectively in English, both verbally and in writing.
- Demonstrated ability to maintain and respect confidentiality.
- Demonstrated advanced organizational skills, including the ability to set priorities, plan, coordinate and follow up appropriately.
- Ability to work under minimal supervision, under own initiative and as an effective team member.
- Excellent interpersonal and relationship-building skills for collaborating with team members and various business units.
- Good analytical and problem-solving skills
- Possession of a valid driver's license and access to a vehicle is required.

EMPLOYER REQUIRED EDUCATION & EXPERIENCE

- Diploma required. Bachelor degree preferred. Combination of education and working experience will be considered.
- 4 years' previous clerical / administrative experience; Preference will be given to those with 1 or more years of administrative experience within an IT environment with demonstrated understanding of computer concepts and terminology.

Knowledge Skills & Abilities revised:
