

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Division Office Executive Assistant

REPORTS TO: **Directly:** Director of Education/CEO
Indirectly: Superintendent of Corporate Services

Purpose:

The Executive Assistant is responsible for a wide variety of administrative duties in support of the Chief Executive Officer and other members of the senior leadership team. Including complex functions and services, such as arranging travel plans, minute-taking during Board of Directors or confidential meetings, and scheduling appointments. The Executive Assistant is also responsible for drafting sensitive correspondence sent by the senior management team.

Required Education, Knowledge, Qualifications and Experience:

- A Grade 12 diploma from a provincially recognized institution or equivalent
- A minimum of 5 years office or administrative assistant experience
- A post secondary diploma or certificate from a recognized institution in administration would be an asset
- Minimum of one year of secretarial training at a recognized institution
- Advanced knowledge of business English, spelling and punctuation.
- Knowledge of basic accounting practices.
- Demonstrated knowledge in the operation of office equipment, such as the following: multi-line telephone, photocopier, fax, computer, printer, laminator.
- Demonstrated knowledge of office methods and procedures used in maintaining an office.
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.
- Minimum keyboarding speed of 50 wpm.

Required Skills and Abilities:

- Superior interpersonal and communication skills, both verbal and written to write and format moderately complex correspondence, including memos, letters, etc
- Excellent listening skills and ability to carry out directions in a timely manner.
- Excellent time management skills, including punctuality.
- Ability to work as a team player
- Knowledge of applicable data privacy laws
- Ability to work independently with minimum supervision.
- Ability to prioritize multiple demands and manage time.
- Ability to maintain strict confidentiality relative to school division operations.
- Ability to deal effectively with a broad range of members of the public, including parents.
- Self-directed, as well as task and goal oriented.
- Display a professional appearance and a positive attitude
- Accurate filing and proofreading skills
- Ability to do Light Load Work which includes:
 - exerting up to 20 lbs. of force occasionally
 - exerting up to 10 lbs. of force frequently to move objects

Supervision of Staff:

This position does not involve the supervision of staff.

Duties and Responsibilities:

Without restricting the generality of the general description above, the Division Based Executive Assistant shall perform such duties and responsibilities as may be assigned included but not restricted to the following:

- Creates and maintains effective workflow and communications to accomplish the work of the Director of Education which includes the handling of a variety of projects and tasks simultaneously.
- Provides support to the Board of Directors and Director of Education by preparing agenda packages by uploading to the Board of Directors shared webpage, arranging meeting dates/times/rooms, contacting participants, and extensive follow-up on items as needed up to and including drafting annual reporting documents.
- Provide direct administrative and office management support to all members of the executive team, as directed by verbal or written instruction
- Maintain working schedules and engagement calendars of executive management, particularly the CEO
- Prepare travel schedules, book travel arrangements, and make reservations for senior management or executive staff
- Coordinate the logistical aspects of executive team programs, such as meetings, seminars, workshops, special projects, and events
- Review all documents, reports, and correspondence prepared for signature of executive team for format, content, grammar, and spelling; make edits as necessary
- Prepare draft reports, background documentation, and research
- Liaisons with students, staff, faculty, community members and government officials for information
- Responds to phone, email and in person enquiries – providing general information and referring enquiries to appropriate sources based on a broad knowledge of NESD priorities, procedures, protocols and personnel
- Prepares and reconciles VISA Statements and expense claims to receipts for submission to Finance for the Director of Education and Board of Directors
- Maintains records regarding vacation and leaves for staff reporting to the Director of Education and Division Office Staff including verifying dates and posting on the applicable calendars.
- Organizes special events as required by the Director of Education which includes invitations, facilities, catering arrangements, and verifying facility contracts.
- Coordinate office activities; troubleshoot or escalate basic office administration issues
- Greet visitors to the division office and direct them as required
- Complete purchase orders for office and school supplies for authorization, check orders received and distribute to appropriate staff, and maintain an inventory of office supplies as required
- Present a positive and professional image of the Division office to all visitors, suppliers, inquiries, and other interactions
- Perform receptionist duties: greet visitors and parents, answer their questions and direct them to appropriate offices and meeting rooms; answer the telephone, ascertain the nature of the caller's business; provide information or direct inquiries, as required.
- Be knowledgeable about and supportive of administrative procedures and directives.
- Conduct oneself in a manner appropriate to an educational institution that provides services to children.
- Be willing to engage in lifelong learning with respect to training, in-services and courses of study.
- Perform other duties as may be required or assigned by the CEO.

Judgment, Independence and Client Contact:

Confidentiality:

At no time should the Executive Assistant discuss in public information pertaining to anyone in the school division. The Executive Assistant is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct.

Independence:

The Executive Assistant is expected to work independently and as a team member of the assigned Department, the schools and the division office as required.

Client/Peer Contact

This employee works collegially with school staff, school-based administration and other division based staff. Contact with other employees and outside agencies is regular and frequent.

Responsibility for Quality of Assigned Work:

The employee is under supervision and is responsible for the quality of the work and is expected to seek clarification and direction on any matters of concern.

Salary Grid:

The salary grid for the Executive Assistant is tied to the following grid:

Division Office Administrative Assistants Range 3

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	Nov 2012
Reviewed:	