



## EMPLOYMENT OPPORTUNITY

### Administrative Assistant II – Main Building

**KSCS is looking for an experienced, outgoing, and reliable individual to provide support to Kahnawà:ke Shakotiaa'takehnhas Community Services.**

Under the supervision of the Team Leader of Administrative Services the Administrative Assistant is responsible to provide overall administrative and clerical support to Kahnawà:ke Shakotiaa'takehnhas Community Services' various departments and facilities.

#### Required Education & Experience:

- D.E.C. in Secretarial Studies High School Diploma
- High School Diploma plus two (2) years related experience.
- A valid driver's license and access to a vehicle.

**Status:** Indefinite full-time position, with a 6-month probationary period.

**Salary:** Starting at \$24.58/hour.

**Schedule:** 35 hrs/week; mut be willing to work flexible hours as necessary.

**If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:**

KSCS Human Resources at [humanresources@kscskahnawake.ca](mailto:humanresources@kscskahnawake.ca). You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at [www.kscs.ca](http://www.kscs.ca). Call 450-632-6880 for more info.

**Deadline to apply is:** Friday, May 3<sup>rd</sup>, 2024 at 4:00 p.m.

<b>GENERAL INFORMATION</b>	
<b>Code:</b> <b>Job Title:</b> <b>Department:</b> <b>Date of Job Description:</b> <b>Date of Revision:</b> <b>Job Reports To:</b>	<b>A2</b> <b>Administrative Assistant II (Main Building)</b> Organizational Support Services April 2011 March 13, 2024 Team Leader Administrative Services

<b>JOB DESCRIPTION SUMMARY</b>
<p>Under the supervision of the Team Leader Administrative Services, the Administrative Assistant is responsible to provide overall administrative support to the various service areas of KSCS.</p> <p>Under general supervision, the Administrative Assistant independently applies learned skills and knowledge associated with administrative tasks to complete diverse, moderately complex assignments within defined policy and according to objectives.</p> <p>The Administrative Assistant provides administrative and clerical support to relieve department staff or managers of administrative details. Applies software knowledge and skills to produce various types of documents ensuring quality and consistency. Manages incoming correspondence and distribution. Provides effective maintenance of various file systems. Coordinates specific departmental tasks assigned by management. Support and assists various work groups and committees. May be assigned to various functional areas of the organization. May be required to provide support to reception.</p> <p>The decisions necessary for the position are straightforward in nature, within clearly defined procedures and practices specific to the department or work group and are regularly reviewed. May deal with highly sensitive information.</p>

<b>CORE RESPONSIBILITIES AND DUTIES</b>	
<b>Core Responsibilities</b>	<b>Duties</b>
<b>Provides general administrative support to KSCS</b>	<ul style="list-style-type: none"> <li>➤ Applies software skills (e.g. Word, Excel, and PowerPoint) to draft various documents ensuring quality and consistency, including letters, memos, templates, forms, reports, contracts and agreements.</li> <li>➤ Manages and performs all mail run duties to KSCS satellite offices. Circulates memos and information upon requests to employees.</li> <li>➤ Maintains mailing lists and provides mail merge services.</li> <li>➤ Photocopies and files documents in the appropriate areas of KSCS.</li> <li>➤ Develops an office supply system to maintain an appropriate level of inventory, and a system of tracking orders and usage.</li> <li>➤ Operates and maintains effective working condition of office equipment.</li> <li>➤ Distributes incoming faxes and sends faxes.</li> <li>➤ Drafts and designs layouts for reports, presentations, brochures, manuals, catalogues, and proposals to create visual appeal.</li> <li>➤ Uses various collection tools to gather and input data.</li> <li>➤ Manages and maintains various spreadsheets and databases.</li> <li>➤ May be required to develop charts, graphs, or graphic elements for documents.</li> <li>➤ Provides an inventory and tracking of office equipment signed-out (laptops, projectors, etc.)</li> <li>➤ Records and tracks documents/files signed out.</li> </ul>
<b>Supports and assists work groups, committees or service areas with area specific tasks</b>	<ul style="list-style-type: none"> <li>➤ Organizes meetings for various KSCS groups, which may include room booking, preparation and distribution of agenda, invitations or reminders, recording minutes or decisions and attendance, distribution of minutes, etc.</li> <li>➤ When requested, researches information relevant to the needs of the clients, topics, discussion or agenda items.</li> <li>➤ Manages schedules and rosters as required.</li> <li>➤ May be required to assist supervisors with office maintenance, such as general organizing, filing, and administrative processes.</li> <li>➤ May be required to provide assistance or guidance on office technologies such as electronic whiteboards, computer laptops, etc.</li> </ul>
<b>Provides filing and data management support</b>	<ul style="list-style-type: none"> <li>➤ Maintenance of paper and electronic filing systems, reference libraries, records management systems, Case Management Recording System.</li> <li>➤ May be required to classify, index and file materials such as records, correspondence and technical documents.</li> <li>➤ Provides file retrievals and information services for various service areas.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Records and tracks documents/files signed out.</li> <li>➤ Reviews returned files and ensures that they are in operating order before returning back into system.</li> <li>➤ Files all finance and administration documents upon request.</li> <li>➤ Locates and selects materials as required to meet general information requests.</li> </ul>
<b>Provide support to reception</b>	<ul style="list-style-type: none"> <li>➤ May be required to provide support to reception that includes: <ul style="list-style-type: none"> <li>○ Operating a multi-line telephone system;</li> <li>○ Coordination of messages;</li> <li>○ Sorting and distribution of mail;</li> <li>○ Greeting clients;</li> <li>○ Room bookings;</li> <li>○ Preparing meeting rooms.</li> </ul> </li> </ul>
<b>Performs any other job-related duties as may be required by the immediate Supervisor.</b>	

<b>COMMUNICATIONS</b>	
<b>Team Work:</b>	➤ Occasionally requires a level of collaboration and cooperation to get work or projects complete.
<b>Advising:</b>	➤ Frequently provides information that must be understood and explained.
<b>Training:</b>	➤ Occasionally required to train or give information to stakeholders or clients.

<b>ENVIRONMENTAL FACTORS</b>	
<b>Environment:</b>	➤ Regular work week, some flexible hours.
<b>Stress Factor:</b>	➤ Moderate stress with some periods of high stress.
<b>Deadlines:</b>	➤ Some tight deadlines (unplanned).

<b>ACCOUNTABILITY</b>	
<ul style="list-style-type: none"> <li>➤ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives.</li> <li>➤ To provide courteous, timely and efficient administrative supports to various departments.</li> <li>➤ To provide timely and accurate production of high quality documents and forms.</li> <li>➤ To provide accurate and timely response of all delegated work.</li> <li>➤ To perform general typing assignments on computer with accuracy, requiring correct spelling, syllabication and punctuation and proof-reading for typographical and grammatical errors.</li> <li>➤ To maintain a high level of expertise in computer software and programs.</li> <li>➤ To adhere to KSCS' policies, procedures, and standards of practice.</li> <li>➤ Maintain strict confidentiality practices.</li> </ul>	

<b>QUALIFICATIONS</b>	
<b>Education and Experience required</b>	<ul style="list-style-type: none"> <li>➤ D.E.P in Administration, Secretarial or related field(s) of study and (2) years relevant experience.</li> <li>➤ High School Diploma and three (3) years or more relevant experience.</li> </ul>
<b>Skills and Requirements</b>	<ul style="list-style-type: none"> <li>➤ Excellent knowledge of Microsoft software (Word, Excel, Power Point).</li> <li>➤ Good experience in desktop publishing, manipulating charts and graphs.</li> <li>➤ Good experience in minute taking.</li> <li>➤ Good knowledge of office equipment.</li> <li>➤ Ability to draft written documents, proof-read for typographical and grammatical errors.</li> <li>➤ Strong organizational skills and ability to prioritize work as new demands surface.</li> <li>➤ Excellent verbal and written communications skills required.</li> <li>➤ Strong interpersonal skills.</li> <li>➤ Ability to work independently and in a team setting.</li> <li>➤ Ability to multitask and make decisions.</li> <li>➤ Ability to converse with clients.</li> <li>➤ Ability to remain calm in different situations as they may arise.</li> <li>➤ Ability to work under pressure.</li> <li>➤ Lifestyle must reflect that of a positive role model.</li> </ul>
<b>Assets</b>	<ul style="list-style-type: none"> <li>➤ A valid driver's license and access to a vehicle (some travel may be required).</li> <li>➤ Knowledge of Kaniyen'keha.</li> </ul>