

# Schedule "E"

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## Beaver Emergency Services Commission

**Job Description: Temporary - Emergency Services Administrative Assistant**

**Reports to: Regional Emergency Manager - DEM**

### **POSITION SUMMARY**

This position is primarily for providing administrative support to the Regional Emergency Manager when necessary and where possible. In particular, the Administrative Assistant is responsible for administrative filing, records management, editing, coordinating operational information for submission to the finance team, planning of meetings, workshops as well as other general office duties as required. This position may be full time or part time and permanent or temporary. In all cases, this position reports to the Regional Emergency Manager. It is expected that the employee will perform all job requirements keeping in mind the Commission's vision and objectives to provide the highest quality service to its customers.

The Emergency Services Administrative Assistant shall have the duties and responsibilities as follows:

### **JOB FUNCTIONS**

#### **Technical**

- Ensures office is equipped with necessary supplies (toner, paper, etc.).
- Assists with office mail-outs.
- Facilitates requests from Regional Emergency Manager.
- Coordinates, organizes and maintains training record files.
- Provides administrative support to the Regional Emergency Manager.
- Edits formats and proof reads documents and presentations.
- Assists with budget tracking.
- Updates and monitors budgets determined by Regional Emergency Manager on a bi-weekly basis.

#### **Management**

- Assists staff members with submission of invoices and expense claims for processing
- Assists staff members with logistical preparations for meeting and general day to day tasks
- Timely and accurate completion of all required administrative responsibilities including:

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- Assist in updating manuals and prepare correspondence, documents and reports as requested.
- Maintain administration department filing.
- Expense claim forms
- Timesheets
- Vacation Requests

### **Professional Development and Internal Relations**

- Liaises between staff, manager, Board members.
- Reviews/submits pay sheets on behalf of Board members as required.
- Ensure staff members, volunteer members comply with policies and procedures

### **Required Skills**

- Strong interpersonal, communication and organizational skills.
- High degree of accuracy, organization and demonstrated attention to detail.
- Ability to multi-task and effectively deal with change.
- Ability to work independently and as part of a team.
- Administrative training, with strong working knowledge of Microsoft Word and Excel programs and database systems.

### **Working Conditions**

- Entirely office work and typically restricted to a standard work day and work week hours.

### **Education**

- Business Administration Certificate or equivalent education.

### **Typical Minimum Experience**

- < 3 Years

### **Limitations and Disclaimer**

The above job description is meant to describe the general nature and level of work being performed, including the minimum requirements in many cases. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Employees will be required to follow and other job related duties requested by their Manager.