**JOB DESCRIPTION**

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| **Job Title:**  Secretary – Plant Operations | **Department:** |
| **Reports To:**  Manager 2, Plant Operations | **Division:** |
| **Date of last review:**  March 17, 2004 | **Revised by:** |

**SUMMARY**

The Secretary, Plant Operations provides support to the Manager 2, Plant Operations by performing various secretarial duties and ensures the office is functioning smoothly and efficiently.

**QUALIFICATIONS**

* High School Diploma (Commercial) and/or community college or equivalent work related experience.
* Between one and two years of secretarial experience.
* Ability to keyboard – minimum 50 w.p.m.’
* Computer literate, knowledge and experience in the use of word processing and spreadsheet program in keeping with latest programs supplied by Board;
* Knowledge of in-house compute programs including regular upgrading of skills and ability;
* Good organizational and interpersonal skills.

**KEY DUTIES & RESPONSIBILITIES**

1. Responsible for handling all incoming calls and correspondence and directing to the appropriate person.
2. Performs typing, filing, duplicating, and faxing daily:
3. Ensures the filing system is in order and easily obtained.
4. In consultation with the Plant Operations Manager, schedules and maintains replacements for caretakers absences.
5. Maintains computerized Work Order Management System:
6. Approves and processes routine work requests.

5. Prepares and processes invoices, Visa statements, purchase orders, petty cash and

journal entries.

6. Maintains attendance for custodial staff.

7. Collaborates and prepares monthly operational costs for day care recovery costs,

where applicable.

8. Organizes and arranges the issuing of tender documents for projects as required and

for yearly purchase of supplies and services (i.e. uniforms, custodial supplies, grass

cutting and snow plowing). Correlates results of tenders.

9. Prepares and issues purchase orders as required.

10. Performs other related duties as assigned.

***Communication***

Shares and receives information and ideas in a variety of ways and adapts to the needs of the audience to ensure the message is understood.

***Innovation***

Creates, develops and implements new processes or services with the aim of improving the learning community for all.

***Interpersonal Relations***

Displays characteristics and personal attributes that enhance communication and interactions. Establishes and maintains harmonious professional relationships by demonstrating respect and sensitivity to all.

***Leadership***

Motivates groups of people, while maximizing the efforts of others to achieve a common goal.

***Planning and Organization***

Plans, organizes and coordinates time, resources and tools to meet established goals.

***Professional Integrity***

Models strong ethical or moral principles and follows them at all times, regardless of who is present.

***System Thinking***

Sees, acknowledges and contributes to the shared mission and vision of the Board. Approaches all work done within ALCDSB as being part of a larger system that is inter-related with strategic plans. Understands that work done in one part of ALCDSB impacts a variety of groups inside and outside of the Board.

**COGNITIVE/PHYSICAL DEMANDS or ADDITIONAL REQUIREMENTS**

Ability to keyboard - minimum 50 w.p.m.;

**ORGANIZATIONAL RELATIONSHIP**

Work Assignments Received From:

* Manager 2, Plant Operations
* Controller of Plant and Planning Services

Positions Supervised: Nil

**ACKNOWLEDGEMENT/ACCEPTANCE**

By signing this document, I acknowledge that I have read, understand and accept the requirements, essential functions and duties outlined in this job description.

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| **Employee Signature** |  | **Date** |