

DEPARTMENTAL ASSISTANT

ARAMARK JOB DESCRIPTION AT CONCORDIA UNIVERSITY GENERAL STATEMENT OF JOB

Coordinates a variety of general office activities by performing the following duties personally or through part-time personnel. Works closely with Director of Facility Services and other supervisors in tracking work order information, and customer concerns.

SPECIFIC DUTIES AND RESPONSIBILITIES **ESSENTIAL JOB FUNCTIONS**

- Analyzes and organizes office operations and procedures such as bookkeeping, preparation of payrolls, personnel, information management, filing systems, requisition of supplies, and other clerical services.
- Maximizes office productivity through proficient use of appropriate software applications, i.e. Microsoft Word, Microsoft Excel, Microsoft Outlook, and ISIS.
- Coordinates meetings and training schedules for departmental activities and the Director of Facility Services.
- Researches and develops resources that create timely and efficient workflow.
- Establishes uniform correspondence procedures and style practices.
- Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records.
- Coordinates and reviews clerical and personnel records to ensure completeness, accuracy, and timeliness.
- Prepares activities reports for guidance of management.
- Maintains contact with customers and outside vendors.
- Coordinates flow of information between campus customers, vendors, and Facility Services Supervisors.
- Picks up and delivers mail for department.
- Ensures confidentiality of sensitive material, maintains departmental personnel files, training records, benefit information.
- Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.
- Makes copies of correspondence or other printed materials.
- Prepares outgoing mail and correspondence, including e-mail and faxes.
- Orders and maintains office supplies, and arranges for equipment maintenance on office equipment.
- Other duties as assigned.

ADDITIONAL JOB FUNCTIONS

WORKER FUNCTIONS

Data:

Analyzing: Examining and evaluating data. Presenting alternative actions in relation to the evaluation is frequently involved.

People:

Supervising: Determining or interpreting work procedures for a part-time office assistants, assigning specific duties to them, maintaining harmonious relations among them, and promoting efficiency. Ability to train office assistants in office and clerical tasks, i.e. Use of ISIS, office filing, record keeping, good phone and communication skills.

Things:

General Office Work: Use variety of office equipment with keyboards, key pads, copier controls,

MINIMUM TRAINING AND EXPERIENCE

- High school diploma or equivalent.
- Two years experience working in office environment.
- Proficient in English: writing, spelling, and grammar.
- Ability to use practical application of fractions, percentages, ratio and proportion, & measurement,
- Good verbal skills and at ease communication on phone, radio, and face to face communication.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent word processing skills including high level of proficiency with Office 97, Word, Excel and Power Point
- Strong administrative and analytical skills
- Ability to handle multiple tasks simultaneously
- Customer service oriented
- Excellent telephone skills

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to talk and hear.
- The employee is frequently required to sit and occasionally required to stand, walk, use hands to finger, handle or feel objects, tools or controls; reach with hands, stoop, kneel, crouch, or crawl.
- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must occasionally lift or move up to 25 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee is occasionally exposed to risk of electrical shock.
- The noise level in the work environment is usually moderate. It includes office equipment, such as typewriters, phones, computers, copy machines and folding machines.