



**North Eastman Health Association Inc.
Job Description**

Support Services Clerk

POSITION SUMMARY:

The Support Services Clerk is responsible for assisting with secretarial duties in the Support Services Department. In addition, the individual will also undertake responsibility for specific projects as assigned.

REPORTS TO: Manager of Support Services

UNION: MGEU – Facility Support

Std Grp. 103

QUALIFICATIONS:

Education & Experience:

- Completion of Grade 12 or equivalent.
- Completion of a recognized secretarial course or combination of education and experience.
- Accurate typing skills with a minimum speed of 60 wpm.
- Proficiency in Microsoft Word and Excel.
- One to two years Food Services experience required.

Knowledge, Skills & Abilities:

- Excellent communication skills.
- Ability to maintain positive working relationships in a team based working environment.
- Demonstrated ability to display professional conduct at all times when dealing with fellow staff members, public, Board Members, etc.
- Ability to work with a variety of sensitive information and to maintain confidentiality at all times.
- Clerical perception is necessary to proof read type written material, file correspondence and to organize daily work.
- Ability to work under pressure and meet deadlines, thereby establishing priorities and completing assignments on time.
- Ability to work with minimal supervision and frequent interruptions.
- Ability to operate required equipment.

POSITION DUTIES AND RESPONSIBILITIES:

- Responsible for answering the telephone and taking messages.
- Provide clerical support for manager as assigned including preparation/ typing of routine correspondence, reports, minutes, forms and documents of a confidential nature.
- Performs general office functions (copying and faxes).
- Responsible for assisting in the purchasing and/ or requisitioning of supplies and stationary and ensuring adequate supplies are maintained.
- Sorts and distributes incoming mail and inter site courier items and prepares outgoing mail.
- File the correspondence, records and reports and be responsible for the support services filing system.
- May assist in staff scheduling.
- Process invoices.
- Performs inventory count as required.
- Other duties as assigned.

Revised: _____
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Director, Human Resources Date

NOTE: Original Signed and Dated August 23, 2001