

Omniplex Administrative Assistant – Clerk III

Full-Time/Temporary - 1 Year

Qualified Candidates will meet the following minimum qualifications.

- High School Diploma
- One-year administrative experience in a similar position
- Computer competency in Windows and database applications
- A good working knowledge of office equipment
- Excellent telephone etiquette and written/verbal communication skills

APPLICATION DETAILS

Please submit a cover letter and resume clearly outlining your education, experience and qualifications as they relate to this position and submit via email to HR@draytonvalley.ca

Applications will be accepted until 4:00 pm on Wednesday, September 7, 2022.

The Town of Drayton Valley is committed to Anti-Racism, equity, and inclusion and a safe and harassment free working environment



ABOUT THE ROLE

The Administrative Assistant will be required to perform an array of administrative duties. The Administrative Assistant is responsible for overseeing all administrative support and office services. This includes coordinating and communicating office activities, reception duties, shipping and receiving, supplies and stationary. Other duties, relevant to the position, shall be assigned as required and mutually agreed upon.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

Visit the website at www.draytonvalley.ca
For more information on the Town of Drayton Valley and all the post-secondary partners.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

JOB DESCRIPTION

POSITION: Clerk III – Administrative Assistant
DEPARTMENT: Omniplex
REPORTS TO: Omniplex Manager
JOB TYPE: Administration
LOCATION: Omniplex

GENERAL ACCOUNTABILITIES

The Administrative Assistant will be required to perform an array of administrative duties. The Administrative Assistant is responsible for overseeing all administrative support and office services. This coordinating and communicating office activities, reception duties, shipping and receiving, supplies and stationary, and health and safety regulations. Other duties, relevant to the position, shall be assigned as required and mutually agreed upon.

Understand and adhere to all worker responsibilities as outlined in the current Towns' Policy and Procedures.

Understand and adhere to all Town Health & Safety policies, work procedures, rules, and relevant directives.

REPORTING RELATIONSHIPS

This position reports to: Manager of Omniplex → Manager of Engineering → Assistant Chief Administrative Officer → Chief Administrative Officer

DUTIES & ESSENTIAL JOB FUNCTIONS

- To answer phone calls and in-person queries and to direct patrons as requested.
- To record facility booking requests and complete the necessary documentation for administrative purposes and for the attention of other staff members. The Administrative Assistant will assist in the development of effective information systems for accepting bookings, registrations and other functions.
- To maintain visual integrity of the reception area, brochure display areas, and bulletin boards; and to update the information displayed in these areas as required.
- To operate the cash register and to handle financial transactions, where required, with accuracy.
- To display strong customer service principles by:
 - Greeting and dealing with the public pleasantly
 - Ensuring that one's appearance is in accordance with facility standards.
 - Attending to customer concerns by dealing with the matter directly or redirecting the concern to the appropriate person, and
- To complete documentations and assignments on the computer with accuracy, and to establish the most effective and efficient systems for storing and filing paper and electronic documents.

- To be familiar with and assist the Manager or other supervisory staff with all emergency and safety procedures as required.
- To assist with the supervision of the facility and its immediate surroundings by:
 - Ensuring that the public is complying with the rules of the facility, and
 - Ensuring the comfort and safety of the public
 - Ensuring that facility misuse where necessary is documented and reported
- To accept memberships, payments, and registrations for all related functions of the facility, and to enter the information, where required, accurately.
- To assist management with marketing the facility and its services by:
 - Promoting the facility services where appropriate
 - Developing monthly newsletters and forwarding the same to identified agencies, businesses, organizations, and individuals.
 - Preparing promotional material, brochures, and posters for display within the Omniplex or distribution throughout the market area.
 - Preparing messages for the recorded message center as required.
- To complete daily deposits with accuracy and to file deposit sheets.
- To complete all necessary filing and to initiate improvements to the filing system.
- To produce records and data on facility functions as requested by the Omniplex Manager.
- To manage financial transactions and data relating to
 - Accounts Payable and Receivable, including collection
 - To assist the Manager in budget preparation with monthly and annual reports, data and documentation
 - Prepare the bi-weekly PAP
 - Maintain an inventory and track expenditure/revenue of goods sold
 - Daily banking
- To order required office materials as well as other supplies for the facility as requested by the Manager.
- Help prepare the fee schedule in cooperation with user groups and the Program coordinator
- Help prepare the Ice schedule in consultation with user groups and staff.
- Other job-related duties as required

OTHER FUNCTIONS & RESPONSIBILITIES

- Willingness to attend training sessions as required by the employer
- Willingness to work weekends and unscheduled hours during major emergencies

QUALIFICATIONS AND EXPERIENCE

- High School Diploma
- One year administrative experience in similar position
- Computer competency in Windows and database applications
- A good working knowledge of office equipment
- Excellent telephone etiquette and written/verbal communication skills

SALARY/BENEFITS

The person hired in this position will begin at the start rate and after the completion of the probationary period as per Section 9.04 of the Collective Agreement will move to Wage Level 1.

Further advancement to Wage Level II, III, and IV, in their position, will be as per the Collective Agreement, Article 25, Schedule "A".