



JOB DESCRIPTION

Position #A105 22

Position Title : OFFICE ASSISTANT II
Dept/Branch : Administration
Reports to : Administrative Services Manager
Position Supervises : N/A

I. POSITION SUMMARY

Under the general supervision of the Administrative Services Manager, the incumbent acts as receptionist and purchasing clerk, and provides clerical support to staff.

Prepares and maintains files and records relating to the administration of the library system.

Exercises some independent judgement and follows established Okanagan Regional Library policies, procedures, and practices.

II. ACCOUNTABILITIES

Reception

Receives visitors, directing them to appropriate person or area.

Is aware of scheduled meetings, and other events at Headquarters. Checks staff In/Out Board daily. Pages persons as necessary.

Keeps reception area clean and tidy.

Clerical Assistance

Assists with preparation of written material. Assists with maintaining databases and directories for the library system.

Co-ordinates and arranges distribution of materials produced.

Purchasing

Acts as purchasing clerk as required.

Prepares invoices and purchase orders for Administration Services Manager's signature. Develops and maintains an inventory of purchases and making purchasing information easily available to authorized staff.

Investigates products and items requested by other staff, to determine the best source for it.

Receives and reviews requests for supplies, and capital items. Clarifies requests, finds and contacts vendors, and obtains competitive quotes.

Maintains the library's purchase order system. Receives and unpacks items as required. Follows up on any discrepancies, and processes simple claims. Informs appropriate member of the senior leadership team of unresolved claims.

Assists authorized staff to prepare requests for quotations and/or tender documents for the approval of the appropriate Management Team Member.

Maintains the fixed asset inventory data base.

General

Assists with catering/setup/clean-up as required for Headquarters meetings and events.

Assists in the maintenance of headquarters office equipment, and contacts equipment maintenance companies on behalf of branches and departments, as needed.

Provides clerical assistance with assigned administrative files, typing and record keeping. Maintains Office Assistant II Procedures Manual; provides input and recommendations for approval by the Administrative Services Manager for formulating, implementing and improving front office routine and procedures.

Works with the Office Assistant I to meet deadlines and ensure efficient workflow. Assists with Office Assistant I duties as required.

As almost all work is done in conjunction with other staff in many locations, chooses the most appropriate and efficient communication method with each.

Performs duties of similar or lesser scope and complexity as assigned.

III WORKING CONDITIONS

Works in an open office environment with constant interruptions; continuous use of computers; use of a wide range of office machines; has contact with the public, suppliers, repair service providers, and library employees throughout the system.

IV JOB SPECIFICATION

a. Education

Grade 12 or equivalent
Plus, Certificate in Office Administration or equivalent.

b. Related Experience

Minimum two years full time (or equivalent) in an office environment, including purchasing/inventory experience, and recent office administration using Microsoft Office Suite.

V OTHER REQUIREMENTS

1. Strong oral and written communication skills.
2. Ability to work independently as well as in a team environment.
3. Strong organizational and time management skills.
4. Aptitude for detailed work.
5. Ability to multi-task
6. Demonstrated ability to accurately file numerically and alphabetically (paper and electronically).
7. Ability to communicate with courtesy, tact and interest with staff and all sectors of the public.
8. Considerable knowledge of computer software applications, including Microsoft Office Suite.
9. Demonstrated ability to operate business machines (copiers, scanners, mail machines, fax machines, telephone system, laminator).
10. Basic knowledge of transportation and warehousing function and ability to operate basic warehouse equipment (electric dock doors and dock plate, pallet jack, hand truck and platform truck)
11. Working knowledge of postal regulations and courier services.
12. Demonstrated knowledge of purchasing procedures and inventory control, including research skills.
13. Physical ability to handle heavy boxes.
14. Basic knowledge of the functions in an automated library system.

Drafted by:

Leslie Brecht, Director of Human Resources



Date:

May 19, 2023

Approved by:

Danielle Hubbard, Chief Executive Officer



Date:

May 19, 2023