

1572662

M.A.N.T.E. STAFF JOB DESCRIPTIONS

POSITION: **DEPARTMENT, HEAD ADMINISTRATIVE ASSISTANT**

REPORTS TO: Department Administrator/Management

SUPERVISES: N/A

LOCATION: Division Departments including: ESS, Information Technology, Curriculum, Assessment and Professional Learning, and Jameswood Alternative School

JOB SUMMARY: Processes and maintains the department's financial records and purchasing requirements; maintains many complex databases, provides administrative support to the department administrators/management; and directs the efficient operation of the office.

POTENTIAL EXPOSURE TO VIOLENCE:
Working in a school setting poses certain inherent risks. Therefore, training in NVCI, WEVAS, or Restitution may be required.

DUTIES AND RESPONSIBILITIES:

- Prepares and maintains all necessary systems, reports, records, and files;
- Requisitions and distributes supplies and equipment and monitors inventories;

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- Receives money; tracks budgets and provides account information to appropriate personnel, issues cheques as required;
- Maintains many complex pertinent database(s) and generates all related reports and statistical information;
- Performs other related duties as assigned or as required including all duties of lower classified positions.

QUALIFICATIONS:

- High school diploma plus related administrative course work;
- Excellent computer and keyboarding skills;
- 2-3 years related experience;
- Demonstrated ability to communicate effectively with all levels of staff and the public and to handle confidential information;
- May be required to have a valid Manitoba driver's licence and daily access to a vehicle;
- An equivalent combination of education and experience may be acceptable to the Division.

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