Job Description

Administrative Assistant – Marketing and Communications

Department/Division: Marketing and Communications

CUPE Classification: Level E

Reports to: Director, Marketing and Communications

Date Reviewed: November, 2013

PURPOSE OF JOB:

The Administrative Assistant is responsible for providing administrative support and reception to the Marketing and Communications Department (Director, Coordinators, Consultants, Graphic Designers) at Red Deer College. The incumbent is expected to work both independently and as a team member to perform a wide variety of administrative support services, all of which contribute to the efficient and professional operation of the department.

DETAILED JOB RESPONSIBILITIES:

a) Administrative Support 70%

- Organizes and schedules meetings, including contacting participants, booking rooms, ordering catering, and arranging for parking as required.
- Attends and prepares committee meetings, including recording and distributing minutes, agendas and other relevant information to committee members and other meetings as requested.
- Responds to inquiries via email, phone and mail including responding on behalf of Marketing and Communications Department staff at their request or in their absence.
- Opens, sorts, and distributes all incoming and outgoing mail and other correspondence.
- Prepare courier packages.
- Maintains an inventory of office supplies and pre-printed stock. Orders photocopier paper, request photocopier reads and administer budget chargebacks to appropriate departments.
- Assists department staff in meeting deadlines for various tasks and projects as required.
- Maintains a comprehensive filing system including archival and storage inventories for the Department in accordance with Red Deer College records management system.
- Makes travel arrangements for the Director and other department staff as well as assists with conference/workshop/professional development registration.
- Tracks approved vacation and sick time for department staff.
- Prepares correspondence that may be of a confidential nature, as directed.
- Organizes and schedules new employee interviews (i.e. book rooms, print interview packages, book technology if required and assist with testing if required.
- Prepares and submits new employee contracts in Banner; prepares contract letter and orientation packages for new employees ensures that all resources are arranged for new employees.
- Lead new staff through department and RDC orientation.
- Ensures a safe and healthy work environment by complying with college health and safety policies, standard practices, and programs in keeping with occupational health and safety legislation and regulations. (Standard for all CUPE job descriptions).
- Completes special projects and other duties as required.

b) Accounting Administration 20%

- Prepares purchase orders, cheque requests, petty cash vouchers, and travel and expense claims with accuracy and proper signatures.
- Assists with annual budget tracking on a monthly basis.
- Reconciles advertising requisitions by matching invoices to requisitions, entering the information into Banner, code, ensure appropriate signatures, follow-up on any outstanding information and submit to Finance.
- Assists with reconciling purchase orders and ensures invoices are submitted to Finance.
- Reconciles all Department VISA statements to receipts and submit to Finance. This includes monitoring Google and Facebook advertising and transferring of funds.

c) Marketing and Advertising Administration 10%

- Maintains newspaper clippings and files for future access.
- Ongoing measurement/evaluation of media monitoring , assigning dollar value of all non-paid media.
- Assists with the updating of the Walls of Excellence, by collaborating with various College departments and Graphic Designers.
- Determines content and maintains timely College information on the Celebration Wall.
- Manages all sign-out items used by internal departments (roll-up banners, easels, tablecloths, vases, etc.).
- First point of contact for incoming advertising cold calls; routing to appropriate team members.

d) Practicum Student Guidance as required

- Guides, assign tasks, trains, tracks time, meets frequently to debrief, completes post evaluation.

QUALIFICATIONS:

Education:

- Two (2) years of post-secondary training in Office Administration

Experience and Additional Competencies:

- Minimum two (2) to three (3) years of experience
- Proficiency in word processing, spreadsheets and scheduling applications using Microsoft Office Suite
- Previous experience in providing service to the public in an office setting
- Experience tracking and monitoring expenses and budgets
- Previous work experience in a post-secondary or government setting
- Excellent interpersonal skills
- Demonstrated excellent written and oral communication skills
- Flexibility; ability to multi-task, adapt to changing priorities and prioritize projects

Supervisor: _____ Date: _____

Incumbent: _____ Date: _____