



Job Description for Clerical Help Position:

Summary:

Under general supervision, the Clerical Assistant is responsible for performing a variety of clerical and administrative duties and support our school office to help ensure efficient operation of the office.

The Clerical Assistant helps with the overall communication and supports the director, office staff and teachers through a variety of tasks related to organization and communication.

The job scope includes communicating via phone and email ensuring that all administrative duties are completed accurately and delivered with high quality and in a timely and friendly manner.

Main Job Tasks and Responsibilities

- answering and directing phone calls
- making phone calls
- taking and distributing messages
- organizing and scheduling appointments
- helping with organizing and coordinating meetings
- handling inquiries
- requesting student files and records to answer requests for information
- checking and distributing documents and correspondence
- receiving, sorting and distributing incoming mail
- maintaining filing systems
- compiling records of office activities
- photocopying, scanning and faxing
- sending emails and faxes
- preparing and sending outgoing mailings and packages
- typing documents and correspondence
- checking and entering data
- updating and maintaining databases
- coordinating work flow
- controlling basic accounting functions such as checking invoices and making deposits

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- monitoring and ordering inventory of office supplies
- keeping office area neat and tidy

Education and Experience

- knowledge of relevant software applications including MS Office
- proficient in use of email and internet
- good numeracy skills
- accurate keyboard skills
- knowledge of administrative procedures
- high school diploma or equivalent

Key Competencies

- organizational and planning
- time management skills and the ability to prioritize work
- data management
- attention to detail and accuracy
- problem-solving
- adaptability
- customer service orientation
- team work
- communication skills - verbal and written
- confidentiality

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