

## Administrative Assistant

Requisition Number:	2589	Employment status:	Continuing/Permanent
Who Can Apply?:	Internal (DCC Employees) and External (General Public)		
Location:	AB, Edmonton - Western Regional Office	Language Requirement:	English
Reporting to, Title:	Coordinator, Regional Administration	Drivers Licence Required:	Yes
Salary Band:	5	Openings:	1
Salary Range:	\$41,032 - \$53,279	Closing Date:	30/07/17
ERP Reference No.:	1707122589		

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### Summary

The Administrative Assistant coordinates and carries out administrative activities that are, typically, of moderate complexity and scope. The incumbent provides high-quality, timely, efficient and effective services, including entering and reporting data, and carrying out document and records management. The incumbent also coordinates the preparation of human resources documentation.

### Primary

- Provide daily administrative support
- Enter data related to service line transactions and activities into system (e.g. budget tracking, time entry, procurement, contract administration)
- Carry out quality control of data entry (e.g. for monthly expenses, time-entry reporting, accounts payable, progress payments)
- Support service billing activities (e.g. prepare documentation, validate and ensure monthly follow-up for service level arrangements)
- Carry out document and records management (electronic and hard copy filing, archiving)
- Process accounts payable and other financial transactions (e.g. vendor payments, expense claims, journal entries)
- Coordinate preparation of human resources documentation between the site, regional office and Head Office
- Prepare tables and reports in support of business management activities (e.g. aging, profit and loss, monthly recoverable contracts, time entry)

### Other

- Maintain training records
- Participate in year-end activities (e.g. prepare year-end financials, set up files and databases for new fiscal year, archive files)
- Take and prepare minutes of monthly staff meetings
- Prepare purchase orders (e.g. for office supplies, furniture, service contracts)
- Perform receptionist duties and act as back-up for other administrative employees, as required
- Other duties as assigned

### General and Specific Knowledge

- Administrative best practices

- Accounting principles

#### **Formal Education and/or Certification(s) and Experience**

- **Minimum:** high school diploma with some general accounting courses and four years' relevant experience, or the equivalent
- **Preferred:** college diploma or certificate in administration, business management, accounting or related field

#### **Abilities**

- Use applicable computer software and operating systems
- Manage multiple deadlines and priorities
- Demonstrate attention to detail

#### **Development and Leadership**

- Provide functional advice and guidance to employees
- Occasionally coordinate the work of administration staff within the business unit

#### **Working Conditions**

- Typical office environment with occasional travel
- Some work may be located on construction sites; incumbent may occasionally be required to wear basic safety equipment

#### **Note:**

- This job ad is also available in [French](#) .

Please apply online, only, by **Friday, July 30, 2017**, by visiting <https://www.dcc-cdc.gc.ca/english/careers/> .