

JOB DESCRIPTION

Office Assistant

The Office Assistant provides secretarial support to the SIMTReC Office and reports to the Office Manager. Under the direction of the Office Manager, the Office Assistant has the following responsibilities and duties:

1. Receptionist/Secretary
 - a) Answer incoming calls and direct them accordingly.
 - b) Receive visitors in a professional manner.
 - c) Serve as information outlet by telephone or in person.
 - d) Provide a typing service for Centre staff on an as-required basis.
 - e) Prepare e-mails, labels, envelopes, photocopies and whatever else is required for the on-going communication with the Centre.
 - f) Under the direction of the Office Manager; update and maintain website and other social media pages.
 - g) Provide assistance to the Director/Scientific Director as required in the absence of the Office Manager.

2. Travel and Meeting Arrangements
 - a) Make travel arrangements for staff, students and research associates.
 - b) Make arrangements for meeting space and refreshments for meetings and luncheons.

3. Office Supplies and Equipment
 - a) Maintain office supplies and equipment as required.
 - b) Maintain and order supplies for printers and photocopier.
 - c) Arrange for University of Manitoba maintenance personnel to perform repairs and special cleaning as required.

4. Mail and Couriers
 - a) Prepare outgoing mail
 - b) Central e-mail distribution
 - c) Prepare all outgoing courier packages and distribute incoming courier packages
 - d) Pick-up mail in Civil office on a weekly basis

5. Files and Databases
 - a) File all correspondence, reports, meeting minutes, etc.
 - b) Monitor certain files as directed by the Office Manager
 - c) Assist Office Manager in maintaining central filing system
 - d) Update and maintain contact database
 - e) Create and maintain databases as directed by the Office Manager

6. General Services
 - a) Maintain orderliness of general office areas and kitchen, including loading and unloading dishwasher and wiping down sink, countertop and microwave
 - b) At the end of the day, turn off kitchen and storeroom lights
 - c) Provide as much general support and assistance as possible to SIMTReC personnel in the conduct of their activities
 - d) Perform other related duties as assigned, or required, by the Office Manager, Director or Scientific Director