

OFFICE ASSISTANT

JOB SUMMARY:

Under the direction of the Director of Recreation and the Recreation Administration Supervisor, the Office Assistant contributes to the effective operation of the REC Centre through the effective delivery of information to the public and through the efficient and accurate handling of office and clerical duties. This position requires the incumbent to adhere to the District of Lillooet's policies and procedures.

DUTIES AND RESPONSIBILITIES:

1. Deals with the public in a professional and effective manner.
2. Performs a variety of office administration functions including cash control, reception and clerical duties.
3. Creates advertising publications, including: seasonal programs, posters, signs, and updates Social Networking websites of upcoming events.
4. Performs all tasks related to registration of participants for recreation programs.
5. Prepares and maintains accurate bookings, schedules, equipment loan, and information for the REC Centre.
6. Processes bank deposits and floats.
7. Office Assistant performs basic light maintenance & janitorial duties in the office, main core, meeting rooms and pool foyer area.
8. Due to the diverse nature of REC Centre operations all staff are expected to assist other co-workers as requested and to show flexibility and initiative in new or temporary assignments.

REQUIRED KNOWLEDGE AND SKILLS:

- Ability to understand and effectively carry out oral and written instructions.
- Tact and discretion is required to deal with or settle requests, complaints or for clarification of information.
- General knowledge of computer applications including Microsoft Word, Excel and Publisher.
- Experience with basic office equipment including phone, fax machine, photocopier, cash register, interac machine and coffee maker.
- Excellent cash handling and deposit reconciliation skills.
- Knowledge of business English, spelling, punctuation and arithmetic.
- Ability to work independently, under pressure and to meet deadlines.
- Working knowledge of WHMIS and WCB regulations and safework procedures.
- Proven ability to communicate and work effectively with co-workers and the public including children and youth.

MINIMUM TRAINING AND EXPERIENCE:

High school diploma supplemented with post secondary education in office procedures including clerical, bookkeeping and computer training plus previous job related experience or an equivalent combination of training and experience.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS:

- Must pass a criminal record check in accordance with the District of Lillooet policy.
- A valid Class 5 BC Driver's License.
- Maintains current emergency first aid certificate or equivalent.
- Pass clerical test administered by the REC Centre.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed.
