Office Assistant

Department: Facilities and Student Operations
Reports to: Director of Facilities and Student Operations and Deputy Director of Student Operations

***Job Summary*:**
Handles general inquiries and requests and provides clerical and administrative support to the Deputy Director and Director of Student Operations

***Qualifications*:**

- Bachelor's degree
- At least 1 year of related experience in clerical and reception duties
- Proficient in productivity applications, both installed and cloud-based apps
- Excellent verbal and written communication skills
- Demonstrates strong sense of organizational and time management skills and detail-oriented
- Ability to create a welcoming office environment
- Highly motivated, flexible and is able to multitask
- Ability to identify issues, determine solutions and work in a collaborative environment
- Confidentiality is a must

***Key Responsibilities*:**

- Receives and interacts with office guests
- Receives outside and local calls and direct them to the appropriate person or take messages if the person is unavailable
- Serves as clerical support to the Deputy Director of Student Operations.
- Receives documents for signature, logs and releases them to requestors
- Helps organize meetings for the Director and Deputy Director and assists in the management of their calendars
- Helps organize events and meetings for the department
- Assists in the preparation of the Board Report and presentation documents
- Updates the Telephone Trees and emergency contact lists
- Assists in the preparation/updating of handbooks, manuals, and other operational documents
- Assists in the documentation and monitoring of All Property insurance as well as claims
- Assists in the monitoring of insurance, registration, repair and maintenance of school vehicles
- Updates the status of vehicles in the monitoring system and files the documentation accordingly
- Assists in the auctioning of school vehicles
- Assists in the maintenance of student operations reports, complaints and files
- Assists in the processing of department billings for payments
- Assists in the management of the school bus monitoring system
- Supports PowerSchool requirements of the department
- Advocates Data Privacy protocols for all departmental transactions
- Supports the Deputy Director in the booking and monitoring of Scouts events
- Assists in the monitoring of fuel rates in relation to school bus fees
- Assists in the bidding projects for service providers
- Files reports and contracts of service providers of the Department

- Monitors messages for the Newsflash and school bulletins
- Monitors supplies and requests items using the Withdrawal and PR Systems
- Maintains an updated data on names and numbers of contractual staff for surveys and events
- Photocopies and scans documents for the Operations Department as required
- Assists in the management and monitoring of information systems
- Maintains confidentiality at all times.
- Ensures the general upkeep of the office in terms of cleanliness and proper filing system
- Fosters and sustains a community that rejects all forms of discrimination.
- Assists in developing and maintaining safe spaces for all individuals at ISM.
- Performs any additional duties assigned by supervisor
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- Assists in developing and maintaining safe spaces for all individuals at ISM.
- Performs any additional duties assigned by the Department Head.