

School District No. 91 (Nechako Lakes)

JOB DESCRIPTION

CLERICAL – HUMAN RESOURCES ADMINISTRATIVE ASSISTANT – Dispatch

Rate of Pay: Band #11

SUMMARY

- Responsible for receiving leave information/requests for all employee groups
- Arranging for replacement coverage when requested and input of the information to the ATD system

DUTIES & RESPONSIBILITIES

- receives notification from supervisors of leaves and requests for replacements, in writing, by e-mail, by phone, by electronic form and by voice mail
- dispatches replacement teachers and casual employees in a timely manner while observing district and contract coverage guidelines, using the appropriate software
- records all approved and unapproved leaves in the ATD software
- follows up unapproved leaves
- prints absence and replacement, and trend analysis reports as requested by HR and management
- liaises with payroll and HR
- maintains a supply of benefit/payroll forms, e.g. Medical, Extended Health, Group Life, Superannuation

QUALIFICATIONS

KNOWLEDGE

- completion of Grade 12 (Dogwood Certificate)
- Applied Business Technology or Administrative Assistant Certificate

EXPERIENCE

- three years of current relevant office experience

SKILLS & ABILITIES

- typing skills of 65 – 75 words per minute
- demonstrated advanced experience with communication technology, word processing, database management and spreadsheet programs (e.g. Microsoft Office / SDS including reporting functions (e.g. Office Access)
- excellent interpersonal skills, and the ability to communicate effectively, both orally and in writing
- good knowledge of Business English, spelling and punctuation
- ability to summarize data in a concise manner
- ability to use tact and diplomacy when handling contacts of a difficult, specialized or sensitive nature, for the discussion and resolution of problems
- ability to use independent judgment in selecting and interpreting information
- ability to apply contract and Board practices relating to leaves
- self-motivated, self-directed and flexible, with good organizational and planning skills
- ability to organize and prioritize work to meet deadlines
- performs all duties with a level of interpersonal skills appropriate to the position
- maintains the confidentiality of sensitive information seen or heard