Administrative Assistant

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Office, Clerical and Technical
Ontario Secondary School Teachers’ Federation District 35-
Technician/Administrative/Research/Agricultural

Administrative Assistant

Department of Plant Agriculture, Ontario Agricultural College

Temporary part-time from October 2, 2017 to August 31, 2018
(Less than 24 hours a week)

Hiring #: 2017-0477

Please read the Application Instructions [1] before applying

This position is located at the Simcoe Station, which is 200 kilometers south of Guelph. The Station includes 90 hectares of land upon which horticultural crop production research is conducted. Reporting to the Administrative Officer of the Department of Plant Agriculture, the Administrative Assistant’s role is to provide administrative, accounting, clerical and IT support to faculty and technical staff who are located at the Station. It is a reduced workload appointment, working 20 hours per week.

The responsibilities will include assisting with:

- Assist faculty and staff with the purchase of goods, including preparing purchase orders, creating systems contracts, expediting deliveries, ensuring proper customs documentation is in place, etc.
- Verify receipt of goods, process invoices for payment and process revenue deposits
- Maintain up to date files and records relating to purchases and trust accounts
- Prepare and process journal entries as needed.
- Assist faculty and staff with use of the Financial Reporting System
- Assist Human Resources Clerk with setting up appointments and maintaining records for contractual employees located at the Simcoe Station
- Direct clients, mail and telephone enquiries to the appropriate faculty/staff member
- Provide general administrative support to faculty and staff located at the Station
- Ensure all office equipment is in good working order, assist with equipment usage
- Assist with use of on-site teleconferencing equipment
- Provide faculty and staff with basic IT support including diagnosis / repair of minor issues with computing equipment, software installation, etc.
- Perform maintenance and updates to the website pages relating to activities at the Simcoe Station

Requirements of the position include:

- Completion of one-year community college in office/business administration and one year of applicable experience, or the equivalent combination of education and experience
- Knowledge of and proficiency with computer hardware, software and applications
- Familiarity with the University of Guelph financial reporting system (FRS) and associated software (ADI journal entries, Expense Claim System, Excel) would be considered an asset
Strong organizational and time management skills; ability to work independently

Classification OSSTF/TARA, District 35 Salary Band 4*
Normal Hiring Range $22.57 – $25.22 per hour

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

*Tentative evaluation

Posting Date: 2017 09 25
Closing Date: 2017 10 06

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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply