

## Administrative Clerk – GTAT A

Positions at this level perform basic administrative and clerical activities in support of research projects.

**Typical Duties may include some or all the following:**

- Greets visitors, answers or redirects general inquiries in person, by telephone or via email
- Establishes daily priorities for general office operations
- Responds to inquiries that are specific in nature utilizing knowledge of established policies and procedures
- Coordinates scheduling appointments, booking rooms, and preparing agendas
- Takes minutes, prepares meeting documentation and related materials
- Coordinates calendars for supervisor, other team members and committees while considering competing priorities
- Maintains email, phone and mailing communication lists
- Processes invoices and assists with the basic budgeting tasks
- Assist with organizing files and data for research grants and projects
- Prepares research accounting related activities such as: journal entries drafts, petty cash, expenses and claims
- Data entry into spreadsheets, databases , or systems with accuracy
- Receives, processes and distributes mail, fax messages and courier packages
- Orders and maintains office equipment and supplies
- Responsible for processing payments sing cash, interact, credit card.

**Decision Making/Accountability:** Work is repetitive and follows standard practice which is straightforward and easily understood. Employee may make minor decisions on sequence or correctness. Responsible for processing.

**Contacts/Interpersonal Skills:** Contacts and interactions may include employees within and beyond immediate work area or research project, contacts within the campus environment. Required to secure, present, or discuss ideas or data pertinent to assignment.

**Supervision Received:** Works under frequent supervision and guidance in carrying out work defined by standard practice or established procedure. All significant deviations are referred to supervisor.

**Supervision Exercised:** None

**Working Environment:** Work is generally performed in an office or laboratory setting with regular use of computer screens and potential exposure to strain or fatigue.

**Minimum Qualifications:**

- Completion of secondary school (Grade 12)
- Some experience and exposure to an office or similar clerical work. Some experience with word processing and excel spreadsheets.