

## **EXECUTIVE ASSISTANT: BUSINESS ADMINISTRATION**

### **Background**

The job profile and expectation for all Executive Assistants is as outlined in Administrative Procedure 471 - Executive Assistant: Role and Responsibilities.

### **Procedures**

The Executive Assistant will have specific responsibilities for:

#### **1. General Business**

- 1.1 Provide support to the business operations of the school division under the supervision of the Superintendent of Business Administration or designates, including accounting, communications, facilities, human resources, payroll and transportation. Tasks may include but are not limited to:
  - 1.1.1 Type letters when required.
  - 1.1.2 Photocopy and fax materials.
  - 1.1.3 Create PowerPoint presentations, spreadsheets, graphs, charts, documents and posters as assigned.
  - 1.1.4 Filing according to department needs.
  - 1.1.5 Prepare mailing lists and send memos for the division's taxing authorities and keep current, the list of administrators. Phone the Municipal offices to remind them of documents that have not been received.

#### **2. Facilities**

- 2.1 Ensure the School Facility Use Application Forms for the schools are completed and signed prior to sending copies to the facility renter and school.
- 2.2 Complete invoices and forward to renter and accounts receivable.
- 2.3 Reconcile rental facility accounts receivable, on a monthly basis, to ensure that payment has been received from invoices that have been issued.
- 2.4 Maintain files of all facility requests, contracts, invoices, etc.
- 2.5 Fax purchase orders to the vendors and schools as required; maintain files of purchase orders.
- 2.6 Prepare mowing and snow removal tenders as directed by the Facilities Manager; submit to local newspapers; and collect and date stamp tenders as they are submitted. Prepare spreadsheet of tenders.
- 2.7 Ensure that the Superintendent of Business Administration and Facilities Manager have reviewed Occupational Health and Safety minutes prior to filing; maintain files of Occupational Health and Safety minutes.

- 2.8 Provide office support to the Facility Manager and/or Facility Supervisors as required.
3. Human Resources
  - 3.1 Administer the “HR” email account for applications and inquiries.
  - 3.2 Prepare postings as required by the Human Resource Manager.
  - 3.3 When a posting closes, prepare a list of applicants; scan resumes to email and forward to the Human Resource Manager.
4. Payroll
  - 4.1 Ensure timely sorting of faxes from payroll fax machine paying close attention to payroll cutoff dates.
  - 4.2 Fold paystubs for regular and sub payroll (approximately 2 days prior to each cutoff date).
  - 4.3 Seal and mail all paystubs.
  - 4.4 Provide support with photocopying, folding and mailing of Record of Employments.
  - 4.5 Handle all leave requests:
    - 4.5.1 Distribute to appropriate superintendent/manager for authorization.
    - 4.5.2 Fax approved leave to appropriate school/facility.
    - 4.5.3 Deliver to Payroll.
5. Transportation
  - 5.1 Ensure that purchase orders have been completed by the school for extra curricular trips.
  - 5.2 Arrange bus drivers for school’s extra curricular trips as required. Ensure copies of completed requisitions are faxed to the schools and bus garage and copies are made available for the driver.
  - 5.3 Compile the “Bus Drivers Extra Curricular forms” by school; ensure extra-curricular purchase orders and payroll information balance, in preparation of invoicing.
  - 5.4 Maintain files, including sign-out sheets, of the School Division’s fuel credit cards.
  - 5.5 Verify fuel receipts to statements; maintain files of odometer forms and security and trip inspection sheets.
  - 5.6 Prepare bus driver packages at start of each school year.
  - 5.7 Maintain current spreadsheet of transportation expenditures, including special needs transportation and fuel costs.
  - 5.8 Prepare tender(s) for sale of busses as directed by Transportation Manager and submit to local papers; collect and date stamp tenders as they are submitted.
  - 5.9 Relay information to bus garage staff and bus drivers as necessary and provide office support as required.

6. Meetings/Conferences inside of Fairview Education Centre
  - 6.1 Serve coffee and beverages for meetings.
  - 6.2 Plan meals for meetings (keeping in mind dietary restrictions and preferences).
  - 6.3 Pick up food from restaurant/grocery store.
  - 6.4 Clean up after meetings (wash dishes, take out garbage, wash tables, recycling).
  - 6.5 Ensure all facilities/equipment are booked.
7. Meeting Arrangements: Superintendent and Department Managers
  - 7.1 Make hotel arrangements for guests to Good Spirit School Division.
  - 7.2 Prepare and send out Notices, Reminders, and Agendas to meeting participants.
  - 7.3 Obtain required meeting materials.
  - 7.4 Photocopy and make booklets for meetings.
  - 7.5 Register participants for meetings and making payment arrangements when required.
  - 7.6 Type and distribute minutes following meetings.
  - 7.7 Compile and summarize feedback surveys for distribution.
8. Reception
  - 8.1 Provide front desk reception during lunch hour, coffee breaks and in absence of Receptionist performing reception duties. Note: Lunch and coffee break coverage and schedule to be determined in consultation with Receptionist and other Executive Assistants.
9. Confidentiality
  - 9.1 At no time should an Executive Assistant discuss, in public, information pertaining to employees, students or the operation of the division. An Executive Assistant is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.
10. Other Duties As Assigned
  - 10.1 Performs other duties and obligations as assigned by the Superintendent of Business Administration or designate.

**Updated: March 27, 2009**

**September 30, 2010**