

EXECUTIVE ASSISTANT: ROLE AND RESPONSIBILITIES

Background

The Executive Assistant is responsible for providing clerical and office administrative assistance to central office staff.

Procedures

The Executive Assistant will have specific responsibilities for:

1. General Functions:
 - 1.1 Provide support to senior management staff.
 - 1.2 Greet visitors, ascertain nature of business and direct visitors to the appropriate person.
 - 1.3 Answer telephone and electronic enquiries and relay telephone calls and messages.
 - 1.4 Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other departments and organizations.
 - 1.5 Provide general information to clients and the public.
 - 1.6 Photocopy, collate and prepare documents for distribution, mailing and filing.
 - 1.7 Send and receive messages and documents using fax machine or electronic mail.
 - 1.8 Sort and verify applications, forms and other documents.
 - 1.9 Preparation of internal and external correspondence which includes but is not limited to proofreading and formatting.
 - 1.10 Prepare correspondence for administration meetings which includes but is not limited to preparing packages and agenda for meetings.
 - 1.11 Organization of special events and meetings which includes but is not limited to booking facilities, set-up and arranging for refreshments and/or catering.
2. Confidentiality
 - 2.1 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*.
3. Other Duties As Assigned
 - 3.1 Perform other duties and obligations as assigned.

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