



JOB DESCRIPTION

JOB TITLE:

Administrative Assistant

REPORTS TO:

Clinic Coordinator

PURPOSE OF JOB:

To provide client centred front line reception, and administrative support to the clinic.

ACCOUNTABILITIES:

- Client centred first point of contact for CLASSIC
- Respond to general inquiries on services provided through CLASSIC
- Responsible for opening and closing the doors of CLASSIC
- Human resources tracking and reporting

DUTIES AND RESPONSIBILITIES

- Opening and closing doors 9-5;
- Answer CLASSIC's main telephone line, taking and responding to voicemail messages, and transferring calls;
- Greet clients at the front desk;
- Responding to general email inquiries;
- Tracking which First Nation clients are from;
- Tracking HR;
- Generating HR reports;
- Photocopy, scan, and fax material;
- Open and close all Walk-In Advocacy Clinic client files, and in so doing entering client file data on the CLASSIC database;
- Book client appointments for the Legal Advice Clinic (LAC);
- Receive incoming mail;
- Mail letters and arrange for courier pickup;
- Maintaining the organization and cleanliness of reception and the Student Office;
- Oversee the efficient and effective day-to-day operation of the office;
- Help with general facilities management, e.g. snow shoveling, window washing;
- Other duties as assigned.

QUALIFICATIONS

A successful candidate for this job would possess:

1. Administrative Assistance Diploma and experience;
2. Excellent interpersonal skills;
3. Excellent computer skills in word processing, database management, and electronic communication software
4. Strong written and oral communication skills;
5. Ability to work from a client centred perspective with low income and marginalized community members;
6. Interest and understanding in CLASSIC's commitment to Indigenous peoples

WORKING CONDITIONS

The Administrative Assistant should be available to CLASSIC for 40 hours per week. The Administrative Assistant should be able to multi-task with basic office functions. There is a requirement to spend many hours working on a computer and to be flexible in assisting with any other office related tasks that arise. A legal background and knowledge of the legal system is preferred and knowledge of Indigenous culture and history. CLASSIC is closed between Christmas and the New Year and one Friday per month.

Pursuant to section 48 of *The Saskatchewan Human Rights Code* and the stated mandate of CLASSIC, preference will be given to candidates of Aboriginal ancestry.