



## NON-CONTRACT ROLE DESCRIPTION

JD4802

<b>ROLE TITLE:</b>	Administrative Assistant I	<b>ROLE DESCRIPTION NO.:</b>	4802
<b>DEPARTMENT:</b>	Designated Department	<b>HEABC REFERENCE NO.:</b>	18721486
<b>REPORTING TO:</b>	Director	<b>HSCIS CODE:</b>	02010
<b>CLASSIFICATION:</b>	NCEC/Range 3	<b>JOB CODE:</b>	91341

### ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Director, the Administrative Assistant I is responsible for carrying out secretarial duties and associated administrative tasks for a program or department.

### DUTIES AND RESPONSIBILITIES:

1. Answers incoming calls and responds to a variety of enquiries. Forwards messages as appropriate.
2. Reviews incoming mail and prioritizes for action, rerouting if necessary. Appropriately distributes mail including e-mail and informal correspondence. Tracks issues for follow-up.
3. Prepares and types correspondence, memoranda, minutes, confidential reports, and other documents. Prepares spreadsheets, graphs, flow charts, statistics, and updates databases as required.
4. Develops, organizes and maintains professional graphical presentations, including presentations given to groups outside the organization.
5. Manages and maintains electronic calendars including scheduling both internal and external meetings, flagging and rearranging meetings in order to avoid conflict where necessary.
6. Plans and executes organization of meetings and events including agendas, corresponding communications/materials, logistics, facilities and refreshments.
7. Prepares and distributes the agenda for meetings with related background information; takes and transcribes minutes, noting action and follow-up required.
8. Conducts follow-up from meetings; conducts related research and collects data for reports and ensures agenda packages are distributed in a timely manner.
9. Establishes and maintains physical filing systems and computer databases to manage correspondence, documents and information.
10. Initiates travel arrangements including registering for conferences, booking travel, hotel accommodation, vehicle rentals and confirming travel arrangements.
11. Performs office administrative functions such as invoice processing and payment and record-keeping.
12. Performs other related duties as required.

### QUALIFICATIONS:

## **Education, Training And Experience**

Grade 12 plus additional related course work in office or business administration and three (3) years' related experience in a large complex organization, preferably in a clinical program/portfolio.

## **Skills And Abilities**

- Ability to communicate effectively both verbally and in writing.
- Ability to deal with others effectively.
- Ability to type.
- Ability to organize work.
- Ability to operate related equipment.
- Physical ability to carry out the duties of the position.