

OFFICE ASSISTANT

Nature of work

The principal and customary work of the employee in this employment class consists, in accordance with precise instructions, in carrying out office or printing work of a simple nature.

Rate your skills	Yes	No
I can complete any kind of forms by transcribing by hand various data.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to verify documents.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to filing and to take care of the circulation of documents and files.	<input type="checkbox"/>	<input type="checkbox"/>
I know how to use various office machine as well as machines for reproducing documents.	<input type="checkbox"/>	<input type="checkbox"/>
I can operate machines used for assembling and finishing documents: paper-knives, folding machine, stitching machine, sewing press, etc.	<input type="checkbox"/>	<input type="checkbox"/>
I have the abilities to carry out the duties of a messenger.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to ensure the reception, distribution and delivery of the mail.	<input type="checkbox"/>	<input type="checkbox"/>

Required skills

I communicate easily with people.	<input type="checkbox"/>	<input type="checkbox"/>
I have good organization skills.	<input type="checkbox"/>	<input type="checkbox"/>
I can solve problems related to the use of the equipment.	<input type="checkbox"/>	<input type="checkbox"/>