

ADMINISTRATIVE ASSISTANT (R-3)

The incumbents performs the collective attributions of the level I senior staff described before, in the field of activities of a service centre or of a sector, a campus, an education centre or a national school.

Moreover and in particular, he:

- prepares the operations' schedule, makes forms, writes and reviews procedures;
- manages systems and conducts operations in particular with respect to the organization of teaching, to the registrar's office, to the finance and to the accounting;
- ascertains the work of his personnel and provides them with the training necessary for the accomplishment of their tasks;
- participates to the introduction and the update of the managerial information systems;

If applicable, he:

- prepares specifications and analyses bids, approves requisitions of furniture, instrumentation, equipment and specialized material;
- proposes investment or office planning projects and estimates the costs;
- receives and analyses budgetary requisitions and submits recommendations;
- issues housekeeping, repairs and equipment replacement schedules;
- establishes material lease agreements or exchange of services contracts with outside agencies;
- puts in ballast safety and emergency measures or rules and control their application;
- implements the provisions of a collective agreement and employment contracts;
- sets up the orientation of the personnel or students;
- anticipates, authorizes and controls the protective equipment required for his personnel;
- deals in an appropriate manner with the dissatisfaction of students and users;
- develops means to assess the satisfaction level of the users;
- verifies and controls the production records, incomes and expenses and submits recommendations;
- represents his service centre towards outside agencies or institutions.