

ADMINISTRATIVE OFFICER (CO-2)

The incumbents perform the collective attributions of the level II senior staff described before, in the fields of activities of any of the service centres:

Moreover and in particular, he:

- analyses the purchases requisitions, prepares the requisitions and carries out the purchases of supplying;
- assists in the computerization of data;
- provides to his employing officer, in order to make a decision, the data of the costs, a computation of the break-even point, an interim statement of the incomes and expenses, a statement of the volume of activities, etc.;
- assigns and organizes the work of his personnel, describes if needed, the parameters of marketing and issues the priorities in the tasks to be accomplished;
- makes recommendations regarding the professional retraining needs of his personnel;
- supervises the data entry process, ascertains the conformity of the electronic data processing, fills out statistical reports.

If applicable, he:

- prepares and updates control methods of the furniture inventories, instrumentation and equipment, equipment rental procedures and supervises its application, manages maintenance services contracts;
- prices the selected supplying for sale;
- conducts the administrative organization of the admission or registration process of the students or of the start of an academic session;
- proofreads and validates data for the preparation of employment contracts;
- carries out administrative operations linked with the provisions of a collective agreements, related to financial or accounting management or related to academic records management;
- manages the rental or reservation of the premises of a college outside the school terms: costs' assessment, recruitment of supernumeraries, coordination with the personnel of other administrative units;

- proceeds to the budget monitoring of grants: approves invoices, travel expenses, reimbursement claims; applies the revenue collection procedures;
- authorizes the carrying out of secretarial services in accordance with delegated budget; notifies the officers in charge of the status of their budget;
- assists in the organization of various institutional promotion activities;
- represents the employer in one or several existing committees of the college especially the work relation, grievances, professional retraining, occupational and health safety committees.