

OFFICE AGENT, PRINCIPAL CLASS

Nature of work

The principal and customary work of the employee in this employment class consists in being responsible for the co-ordination, management and control of a group of tasks carried out by the administrative support personnel in an administrative unit or in one or several sectors of an administrative unit.

He may also perform, exclusively or not, one or several relatively complex and specialized tasks in a particular area.

Required qualifications

Schooling and experience

To have a secondary school diploma or a diploma of vocational studies in an appropriate specialty or have a diploma or an attestation of studies which is recognized as equivalent by the competent authority and have at least six (6) years of pertinent experience.

Other requirements

If necessary, to possess practical skills related to the area of activity.

Some characteristic duties

The employee in this employment class co-ordinates administrative duties of part or all of the sectors of an administrative unit; he is responsible for the training of new employees, the distribution and checking of the work of a group of employees and gives advice on the quality of the work carried out. He collaborates in the preparation of the register showing due dates for regular and special work and for projects; he is generally responsible for reminding the people concerned of the due dates, whether within or outside the organization.

The duties of the office agent, principal class involve specialization in the selection, preparation and verification of data as well as in the preparation of documents including data obtained as a result of research within or outside the organization. He may in particular co-ordinate the implementation of various procedures regarding his area of work. He is responsible for all of the work of a sector such as the payroll, course schedules, etc.

He analyzes purchase orders, proceeds with requests for prices or bids, as the case may be. He makes sure that the tenders correspond to the needs and determines which is the most advantageous for the college, taking into consideration the availability of the supplies, price, quality and guarantee, delivery date and location, after-sale service and, if necessary, taxes, discount and customs charges.

He endeavours to obtain further information from the users and suppliers. He meets salesmen, follows the price trend, checks delivery vouchers and follows up on suppliers when delivery is not made in the prescribed time or if the product does not conform to the specifications.

In the performance of his duties, he makes suggestions and recommendations to personnel at the technical and professional levels with a view to improving his operations.

If need be, he performs any other related tasks.