

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.

Required qualifications

Schooling

To have completed a secondary IV course or have a diploma or an attestation of studies which is recognized as equivalent by the competent authority.

Some characteristic duties

The employee in this employment class completes forms of all kinds by transcribing by hand different statistical information, as shown or by coding it.

He may be assigned to verify certain documents and to carry out such simple tasks as the establishment, filing and circulation of documents and files.

He may also operate various office machines currently in use as well as machines for reproducing documents.

He operates machines used for assembling and finishing documents: paper knives, folding machines, staplers, collating machines, etc.

He may perform the duties of a messenger, as well as those related to the collection, distribution and delivery of mail. For this purpose, he does not have to drive a vehicle.

If need be, he performs any other related tasks.