



Job Title	Office Assistant (PT)
PVN ID	VC-1804-002462
Category	Clerical/Office Services
Location	OFFICE OF VC - FACILIT PLAN, CONSTRUC & MGMT
Department	Administration and Contracting
Status	Part Time
Hourly Rate	\$13.00-\$13.00
Hour(s) a Week	25.00
Closing Date	Jun 19, 2018 (Or Until Filled)

General Description

The College Assistant, under the supervision of the Office Manager, provides a full range of administrative and clerical support services to the senior staff of the Office of Facilities, Planning, Construction and Management.

Other Duties

Under supervision, performs miscellaneous clerical, administrative or other work related to the operation of the Department of Facilities, Planning, Construction and Management where such work is required on a part-time basis.

- Assist receptionist when needed with routine tasks such as handling telephone calls, directing and following-up on telephonic and email inquiries and taking appropriate messages; reading, screening and routing email and postal mail; scanning documents and maintaining electronic and paper files; ordering supplies and maintaining supply inventory; and miscellaneous clerical duties.
- Assist the Contracts Department with data entry, correspondence, preparing, tracking and scheduling an extensive array of procurement submissions, correspondence, coordinating the Director's and senior staff's calendars and scheduling meetings for them; confirming calendar appointments; preparing meeting materials; and overseeing the conference room schedule.
- Help assist other departments with various tasks when needed.

Qualifications

- High School Diploma is required. A Baccalaureate degree is a plus.
- Minimum of three (3) years of relevant experience is required.
- Strong skills in the following areas: database, spreadsheet and word processing experience (Access, Excel, Word, PowerPoint or similar); strong written and verbal communication; organizational ability, interpersonal skills, professional attitude and discretion. Must be a self-starter with ability to work independently, prioritize tasks to meet deadlines, follow up, and pay attention to details.