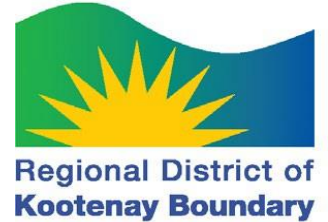


# JOB DESCRIPTION

## Administrative Assistant



<b>DEPARTMENT:</b>	<i>Big White Fire Department</i>
<b>PRIMARY LOCATION:</b>	<i>Big White Fire Department</i>
<b>REPORTS TO:</b>	<i>Fire Chief, Big White</i>
<b>EMPLOYEE GROUP:</b>	Exempt

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### JOB OVERVIEW

Under the direction of the Big White Fire Chief, the Administrative Assistant provides clerical and processing support for the Big White Fire Department. Primary duties include assistance with preparing invoices and payroll documents, filing and word processing, but may require additional hours to support the Fire Chief with projects, such as annual work plans and budgets.

### RESPONSIBILITIES

As a member of the Big White Fire Department, the responsibilities of the Administrative Assistant role include:

- Tracks and prepares invoices for sending to the RDKB Head Administrative in line with Finance requirements
- Assists with the preparation of payroll documents
- Provides reception coverage, receiving and transferring calls and taking messages for department members
- Completes word processing, filing and data entry tasks as required
- Tracks call volumes and creates reports
- Provides administrative support to the Big White Fire Chief in the preparation of annual work plans, annual budgets and other projects
- Other duties as assigned.

### SELECTION CRITERIA

The required qualifications, experience and training for this position include:

- Grade 12 graduation or equivalent
- At least 1 year previous experience in a similar role, ideally in an office environment
- Current resident of the Big White community, preferred
- Preference also given to current fire department members
- Or an equivalent combination of qualifications and experience

The required knowledge, skills and abilities for this position include:

- Proficient with Microsoft Administrative suite of programs, particularly Word and Excel
- Moderate typing speed and accuracy
- Proficient data entry skills with high level of accuracy
- Flexible to the adapting needs of the department
- A commitment to confidentiality and privacy
- Ability to learn and become adept in new computer programs
- Professional written and oral communication skills
- Demonstrated ability to act with tact and diplomacy while working with the public and coworkers