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Job Title: Administrative Clerk

The vision and goal of Community Inclusions Ltd. is to support the person with an intellectual disability in important life experiences including the following: Have a physical presence in the community; Being involved with community activities/groups; Having personal relationships and friends; Learning and developing skills and abilities; Making decisions – taking control; and being respected – having a good reputation.

POSITION:

- 37.5 Hours/wk as outlined in the Management Manual
- Salary as outlined in the Management Manual

RESPONSIBLE TO: Office Manager; Executive Director

Job Overview:

As the Administrative Clerk, you will work primarily with the Office Manager and Executive Director to fulfill a variety of administrative tasks at all Community Inclusions Ltd locations. As part of your role, you will also provide various administrative duties for the Human Resource Coordinator. This full-time position will provide assistance, aid in staffing management, and implementation of administrative processes.

DUTIES:

- Act as the organizational receptionist and receive calls and guests.
- Prepare invoices for One-on-One, Respite and Client Mileage for AccessAbility Supports at month end.
- Write out cheques & have them signed by proper signing authority.
- Check mail, sort & distribute to appropriate staff.
- Up date Bakery and Café specials on the Facebook page.
- Input Daily Bakery Sales in spreadsheet and pass into Office Manager at the end of the month.
- Take minutes for Bakery & Café meetings & on occasion Safety Committee meetings
- Balance time for managers (sick, vacation, lieu, family appointments, etc.) at month end.
- Regularly check and maintain record of necessary office supplies.

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- Order stock for cleaning supplies, paper towel, toilet paper, etc. for all sites.
- Order meat stock for Tignish Group Home and Alberton House monthly
- Prepare bank deposits and take to Credit Union.
- Organize and record payroll hours for relief employees from all sites of Community Inclusions.
- Assemble monthly communication books for each of the homes.
- Continue with filing system on an as needed basis.
- Monthly input of Pension contributions for employee and employer
- Communicate with staff to help procure needed items; Assist staff in other administrative duties.
- Operate office equipment such as fax machine
- Complete price costing on a bi-annual basis for supplies for the Bakery & Café.
- Other duties as required

A list of various daily, weekly and monthly specific duties will be provided as part of the expectations of the Administrative Clerk.

Qualifications:

- Excellent oral, written, and interpersonal communication skills.
- Proficient in the use of Microsoft Programs (Word, Excel, etc.)
- In-depth knowledge of office procedures
- Excellent Organizational, time-management and problem-solving skills

Education/Experience:

- Post secondary education course work or certification in Administrative/Clerical would be an asset.
- An equivalent combination of education and experience may be considered.

Requirements:

- Satisfactory Criminal Record Check
- A valid Driver’s License and have access to reliable transportation. This position may require travel between Community Inclusions properties.

Pay Scale: \$

Acknowledgement of receipt by Employee

I have read, I understand, and I agree with this job description. I also recognize that the job description can be changed at any time, by management, according to the needs of the business. I also understand that the employer can request a new signature, following modification of my job description.

Employee Signature: _____ Date: _____

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