

2.1.5 OFFICE ASSISTANT

Nature of the work

The principal and customary work of an employee in this class of employment consists in performing a variety of simple administrative duties according to precise directives, methods and procedures.

Characteristic functions

The employee in this class of employment fills out simple forms or parts thereof by transcribing or coding data; he or she verifies lists and various documents to ensure that they are complete and in proper sequence or that the data entered complies with the directives; prepares lists.

He or she receives, stamps, sorts and files mail, documents, records and various data on lists; delivers the mail, documents, packages and messages.

During bulk operations and as instructed, the employee performs duties related to a particular step in a given process.

As instructed, the employee unwraps and stores goods; uses the appropriate tools to cut, collate, glue, punch holes in, fold, staple or plasticize documents; handles and stacks paper.

He or she may photocopy documents.

He or she may be required to enter into a computer data as presented and requiring only a limited knowledge of a software or program.

If need be, he or she performs any other related duty.

Required qualifications

Schooling

Hold a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority.