

## CITY OF HAMILTON

**CITY MANAGER'S OFFICE**  
**(HUMAN RESOURCES DIVISION – EMPLOYEE HEALTH & LABOUR RELATIONS - LOCATION - 100 KING ST. W., 9<sup>th</sup> FLOOR)**

**ADMINISTRATIVE ASSISTANT II – EMPLOYEE HEALTH & LABOUR RELATIONS**

**SUMMARY OF DUTIES**

Reporting to the Director, Employee and Labour Relations, provides administrative and confidential support to the Director and teams comprising the Employee Health and Labour Relations Section. Coordinates defined administrative activities as they pertain to the day-to-day operations within the Return to Work Services, Health Safety and Wellness and Labour Relations Sections as determined by the Director.

**GENERAL DUTIES**

Assists the Director, Employee and Labour Relations in business and administrative matters, such as processing invoices, accounts payable/receivable, departmental forms and requisitions.

Assists in business and administrative matters such as responding to inquiries and processing confidential matters.

Schedules appointments, arranges meetings, books facilities, organizes the delivery of presentation equipment, prepares necessary documentation, provides for catering arrangements and informs participants of arrangements as the request of the Director.

Prepares and composes draft correspondence and reports for Council and other matters

Maintains budget process for the Employee Health and Labour Relations Section.

Operates computerized systems to prepare, produce, store and retrieve text and employee data.

Schedules appointments and meetings as appropriate.

Maintains existing and develops new filing systems within the Section.

Liaises with union members and management regarding inquiries and issues of union meetings.

Arranges leaves of absences for meeting for union members.

Receives incoming mail; processes in accordance with departmental procedure by ensuring that all mail is channelled to appropriate person in an efficient and timely manner.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

**QUALIFICATIONS**

1. Previous secretarial/administrative experience or combination of secretarial/administrative courses and relevant work experience.
2. Must possess excellent interpersonal skills and the ability to carry out instructions without detailed direction.

3. Must be proficient in Business English and possess good organizational skills.
4. Experience in preparation of reports.
5. Must possess excellent computer skills with above average working knowledge of Microsoft Office XP Software (Word, Excel, PowerPoint) and working knowledge of PeopleSoft.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE**

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