

## CITY OF HAMILTON

LOCATION – 120 KING ST. W., 9<sup>th</sup> FLOOR

### ADMINISTRATIVE ASSISTANT II-TALENT & DIVERSITY

#### SUMMARY OF DUTIES

Reporting to the Director, Talent & Diversity. Under general direction, provides administrative, confidential and logistical support to the Talent & Diversity Section. Coordinates administrative activities as they pertain to the day-to-day operations within the Talent & Diversity Section. Required to assist other Human Resources staff with administrative support as needed.

#### GENERAL DUTIES

Provides confidential executive support on a range of administrative issues affecting the operations of the Talent & Diversity section. Works independently on multiple activities within the Section and follows-up on outstanding issues as appropriate.

Responds to inquiries and processing confidential matters.

Assists with Diversity and Inclusion initiatives, including but not limited to, supporting Volunteer Advisory Committees, event planning and training sessions.

Provides confidential administrative support for Human Rights related matters; includes developing and maintaining confidential and information filing systems.

Responds to inquiries and liaises with internal staff, local officials, boards, government agencies, voluntary advisory groups, and outside organizations. Able to initiate tracking and monitoring systems for effective follow-up and progress reporting.

Collects, records and maintains Section relevant information and data in order to provide follow-up reporting.

Proofreads and prepares documents as requested.

Creates statistics on confidential human rights access and equity issues.

Assist or maintain confidential Human Rights information.

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

Ability to work outside regular business hours and travel occasionally as required.

Receives incoming invoices, cheque requisitions and expense claims; review of same for accuracy of description; and processes in accordance with departmental procedure by ensuring that all invoices, cheque requisitions and expense claims are channeled to appropriate person in an efficient and timely manner.

Coordinates and arranges all travel, conference and course arrangements and follows-up as appropriate.

Acts as contact person for the Director ensuring information is disseminated to staff as needed, and ensures timely responses to urgent requests for information from Members of Council.

Assumes responsibility for all routine administrative details within the Talent & Diversity section. Assists in business and administrative matters such as responding to enquiries and processing confidential matters. Assist in the maintenance of confidential and routine information filing systems

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

Other duties as assigned.

**QUALIFICATIONS**

1. Experience related to the general duties above normally acquired through the completion of College or University education and/or combination of education and relevant work experience.
2. Must have demonstrated experience dealing with the public and outside agencies, have initiative and the ability to carry out instructions without detailed direction. Experience with diverse communities including racial, cultural, linguistic, gender, age, and those with disabilities is considered an asset.
3. Demonstrated previous work experience in a fast paced business environment working with multiple staff in a supportive capacity.
4. Ability to prepare detailed agendas and accurate minutes for Talent & Diversity related meetings.
5. Must be able to work independently on projects and co-ordinate activities with other parts of the organization to promote smooth and efficient communications and information flow. Ability to initiate tracking and monitoring systems for effective follow-up and progress reporting.
6. Must have a high level of accuracy, strong proof-reading skills and speed in preparation of written communication. Demonstrated experience in preparation of reports.
7. Must have strong organizational skills and a high level of accuracy and timeliness in the preparation of written communication.
8. Demonstrated experience in preparation of reports.
9. Working knowledge of Microsoft Office XP (Word, Excel, Microsoft Outlook and PowerPoint). Working knowledge of PeopleSoft would be considered an asset.
10. Knowledge of general accounting principles, including ability to monitor accounts, maintain routine financial records, calculate, prepare and process invoices and accounts payable would be an asset.
11. Must be able to work independently on complex projects and co-ordinate activities with other parts of the organization to promote smooth and efficient communications and information flow.

**NOTE 1:**

Flexibility to work extended hours when necessary.

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

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