

## CITY OF HAMILTON

### PLANNING AND DEVELOPMENT DEPARTMENT (REAL ESTATE & PROPERTY MANAGEMENT SECTION – LOCATION – 160 KING ST. W. DUNDAS)

#### ADMINISTRATIVE SECRETARY (REAL ESTATE & PROPERTY MANAGEMENT) – CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Manager of Real Estate & Property Management, provides secretarial and administrative duties for the Managers, including confidential matters.

#### GENERAL DUTIES

Prepare, compose and proofread correspondence and reports on a variety of confidential and routine matters. Draft replies of non-routine matters for the consideration of the Managers.

Take dictation/minutes of meetings and perform transcription as required.

Schedule appointments and arrange meetings including the preparation and distribution of agendas and other materials, booking meeting room, arranging set-up of audio-visual equipment and food/beverages required, and informing participants of same.

Respond to inquiries and liase with other departments, government agencies, outside agencies, development community, Council members, and the public.

Ensure reports and correspondence is in accordance with corporate standards for formatting and overall appearance, including reports for council.

Peruse Council Agendas for information relevant to the Development Division and file same.

Monitor and maintain tracking systems and produce reports.

Open, sort, log and distribute incoming mail. Process outgoing mail.

Co-ordinate and arrange all travel, conference and course arrangements, and follow up as appropriate.

Monitor invoices, investigate discrepancies with Finance and Administration staff.

Act as a contact for managers and ensure information is disseminated to appropriate staff.

Provides support and back up to the Director's Administrative Assistant.

Maintain an office filing system, including confidential files.

Input and retrieve data and generate reports from a computer-based information system.

Review and respond to Manager's e-mail, where applicable.

Perform other duties as assigned with minimal supervision.

**QUALIFICATIONS**

1. Demonstrated experience related to the duties listed above.
2. Keyboarding at 50 words per minute with accuracy.
3. Must possess excellent grammar and spelling skills.
4. Must possess excellent interpersonal skills and the ability to relate to elected officials, peers, superiors and the general public with tact and professionalism.
5. Must possess maturity, initiative, good judgement and the ability to provide guidance and take a leadership role when necessary.
6. Must possess excellent computer skills with above average working knowledge of Microsoft Office software (Word, Excel, SharePoint and PowerPoint), Microsoft Windows 10 or 11.

**SALARY:**

**Salary Grade F**

**HOURS:**

35 per week

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

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