

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENERGY FLEET & FACILITIES MANAGEMENT DIVISION- LOCATION – 64 MELROSE AVE N, 2ND FLOOR, TIM HORTON'S FIELD)

ADMINISTRATIVE SECRETARY –FACILITIES CUPE 5167

SUMMARY OF DUTIES

Reports to the Manager of Sports & Entertainment and supports the Manager of Facilities Planning & Business Support. Co-ordinates administrative and financial functions and provides support to the Facilities Section.

GENERAL DUTIES

Prepare correspondence, agendas, minutes and reports of a general, confidential and technical nature.

Prepare and compose correspondence on routine matters and draft correspondence on confidential, technical and non-routine matters.

Review and edit correspondence and reports prepared by staff (for content, grammar and spelling, compliance with corporate standards and overall appearance).

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

Prepare and process cheque requisitions, purchase orders, journals and Request for Invoices using PeopleSoft.

Prepare spreadsheets for business cases including using formulas and other advanced excel mathematical features

Prepares requisitions with regards to setting up Purchasing Orders.

Check and verify monthly expenditures with the monthly transaction listing from the Finance Department and follow up on recoveries of revenues.

Record and report staff absences, overtime and vacation. Maintain a vacation schedule and Divisional personnel records. Co-ordinate the attendance management system. Schedule staff training.

Co-ordinate, schedule and arrange for meetings.

Input and retrieve data using PeopleSoft. Generate reports from a computer based information system.

Receive and answer inquiries from staff, other Departments, the public and elected officials.

Manage data and records for the Corporation's facilities, including Inspection Certificates and code compliance issues.

Liaise with other Departments, Divisions, outside agencies/organizations and the public as required.

Create and maintain and organize electronic information libraries and ensure most recent information is always available.

Extrapolate information from legal documents and enter into databases as required for the purpose of tracking and maintaining data related to the business of Facilities Management.

Catalogue track, monitor and follow up on information pertaining various programs, initiatives and projects to ensure timely completion and compliance.

Draft, edit and customize various legal documents using templates and forms

Co-ordinate arrangements for staff training and attendance at workshops and conferences as requested.

Set up and maintain an office filing system for correspondence, reports and documents.

Sort and distribute incoming mail; process outgoing mail.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated office experience related to duties listed above normally acquired through a combination of secretarial/administrative courses and related work experience
2. Must be proficient in Business English with excellent grammar and spelling skills.
3. Must possess excellent computer skills with above average knowledge of Microsoft Office XP software (Microsoft Outlook, Word, Excel and PowerPoint).
4. Ability to keyboard at 50 words per minute with accuracy.
5. Strong interpersonal, communication, time management and organizational skills.
6. Ability to work independently and in a team environment as well as demonstrate excellent initiative, tact, judgement and responsibility in a fast-paced environment.
7. Must be able to communicate effectively, both verbally and in written form with all levels of staff and the general public.
8. Comfortable with using and learning technologies including computerized maintenance management systems and reporting software