

## EXTERNAL JOB POSTING

**Date:** September 12th, 2022  
**Position:** **Administrative Assistant- Receptionist**  
**Division:** Operations  
**Status:** Regular (permanent) full-time (36 hours per week)  
**Start:** April 4<sup>th</sup>, 2022  
**Salary:** \$29.48 to \$34.64 hourly per HSA/HSASU collective agreement  
**Responsible to:** Office and Facilities Manager

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*HSA is working towards equity and encourages people who experience marginalization (including but not limited to people of the global majority, women, people with disabilities, LBTQ2SIA+ and diverse faiths) to apply for career opportunities within our organization.*

*HSA recognizes the efforts of our employees and is committed to excellent compensation, superior benefits and ongoing recognition to maintain work/life balance.*

### Position Summary

The Administrative Assistant- receptionist is one of two positions that provide full reception coverage and are deployed as administrative floats to any HSA department or area requiring float assistance. The AA-Rs will work offset schedules of Monday to Thursday and Tuesday to Friday respectively. Each AA-R will alternate between 3 days of reception and 1 day of float one week and then 2 days of reception and 2 days of float the subsequent week. The AA-Rs will also serve as the first source of relief for each other when absences occur on a regular work day of the AA-R available to provide coverage.

### Duties and Responsibilities

- Comply with PIPA requirements
- Provide full coverage at Reception, including:
  - monitor security camera screens and entranceway to allow only expected visitors to enter building. Report any security concerns to the Office Manager
  - greet visitors and ensure they are signed in, appropriately tagged, and signed out
  - route incoming telephone calls
  - enter the staff's working status on the sign-in sheet and on the InfoWeb's In/Out board. Update various lists at reception to ensure all information is up to date at all times

- process and distribute incoming mail and faxes
  - process outgoing mail, ensuring appropriate postage is applied
  - ship packages, including those for which Administrative Assistants have made courier arrangements
  - tabulate and route incoming cheques
  - ensure reception area is kept neat and tidy
  - assemble materials (eg. member orientation kits), Cerlox materials, copy and/or scan documents, format Word documents, and perform other assignments made by Office Manager
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- Route time-sensitive messages, correspondence, and faxes on a priority, timely basis
  - Create, format, proofread, and deliver complex and detailed digital documents, including mass merges, as assigned
  - Screen correspondence and agendas, take appropriate preliminary actions based on departmental requirements and directions, and anticipate related requirements
  - Scan documents in accordance with HSA Records procedures, as assigned
  - In accordance with the HSA Records system and procedures, cull files, records-classify files, recall files from storage, and maintain records and reference materials for team members, as assigned
  - Work collaboratively with team members and share own expertise on administrative assistant practice
  - Act in accordance with team member files on current preferences, profiles, schedules, work flow, travel and frequent contacts for team members
  - Make travel arrangements by liaising with vendors and verifying details according to travellers' profiles, schedules, and preferences, as assigned
  - Make meeting room arrangements, including booking, catering, setting up the room, and tidying the room for next users, as assigned
  - Prepare agendas and take minutes or verbatim record of meetings, as assigned
  - Order supplies and unpack shipments, as assigned
  - Flag competing demands and recommend alternate solutions to Office Manager
  - Identify areas of practice and process improvements to Office Manager
  - Assemble Books of Authorities and Books of Documents, as assigned
  - Offer to help other staff if assignments are completed
  - Other related duties as assigned

### **Qualifications & Requirements**

- Successful secondary school completion or equivalent
- Office administration or secretarial training
- Demonstrable advanced word processing skills with MS Word
- Demonstrable intermediate Excel skills and other MS Office applications
- Demonstrable ability to create, format, and proofread complex documents and basic spreadsheets
- Commitment to equity, diversity, decolonization and inclusion
- Excellent organizational skills and attention to detail
- Excellent oral and written English communication skills

- Demonstrated ability to work to tight deadlines and competing demands, both independently and as a team member
- Ability to take direction and to work independently and conscientiously with minimal supervision
- Ability to anticipate needs and take preliminary actions
- Ability to adapt to new technology and processes by acquiring new knowledge and developing additional skills and abilities
- Ability to maintain calm and professional manner under challenging circumstances, such as when interacting with difficult people.
- Senior administrative assistant experience is preferred

**Closing Date: Sunday, September 25<sup>th</sup>, 2022**

**Please forward applications  
which includes a cover letter & resume by e-mail:**

**To: Josef Rieder  
Director of Human Resources  
Health Sciences Association  
via e-mail at: [jrieder@hsabc.org](mailto:jrieder@hsabc.org)**