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# North Parkland Power REA Ltd.

## Job Description

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<b>Job Title:</b>	<b>Administrative Clerk</b>
<b>Organization Unit:</b>	<b>Administration</b>
<b>Job Group:</b>	<b>Clerical/Administrative</b>
<b>Job Classification:</b>	<b>Seasonal (37.5 a week during the summer months)</b>
<b>Compensation:</b>	<b>\$15.00/hour</b>

### General Accountability

Reporting directly to the Assistant General Manager, the Administrative Clerk provides clerical support services to the Rural Electrification Association (REA), and its team, through provision of efficient and effective administrative, clerical, and reception support.

### Specific Accountabilities

- File and records management
- Scan and digitally store pertinent contractual documents
- Maintain accurate files and reports
- Provide friendly and efficient customer service
- Support front desk activities and phone coverage
- Assist Member Owner Representative with administrative duties and coverage

### Technical Requirements

- High School or post secondary student
- Strong attention to detail
- Excellent interpersonal and Customer Service skills
- Strong communication (verbal and written) skills
- Knowledge or aptitude with Microsoft Office programs an asset

### Key Competencies

- Ensuring that work accomplished is accurate in all relevant aspects.
- Looking forward and taking action to maximize opportunities and/or minimize potential problems (perhaps based on the interpretation of “clues” in the work environment).
- Emphasizing technical resources and applying them effectively
- Written communication in a clear, concise and effective manner.
- Contributing team member by effectively filling necessary roles; showing strong listening, summarizing, facilitating and “bridge building” skills.
- Acquiring and retaining knowledge/understanding through study, instruction or experience.
- Setting objectives which are realistic but aggressive.
- High degree of accuracy, attention to detail and organizational skills is essential.
- Demonstrating self-motivation; effective performance is driven from within rather than being conditional on pressure from external factors (e.g. supervisor, peers, subordinates, deadlines, etc.).