

Job Description		Date: 03/01/2023
Function	Executive Secretary	
Direct supervisor	Administrative Director	
Purpose	Collaborate effectively and provide adequate administrative support to the Administrative Director	
Assignments	1- Customer service 2- Routine operations 3- Archiving 4- Agenda management 5- Attend devotions on Monday mornings.	
Assignments	Activities (expertise)	
Customer Service 20% of the time	- Warmly welcome all visitors, direct them and provide them with the information they require;	
Track operations 50% of the time	<p>Call management</p> <ul style="list-style-type: none"> - Receive and place calls - Answering and routing phone calls - Receive and distribute mail <p>Supply management (Supplies / Materials / Food)</p> <ul style="list-style-type: none"> - Prepare requisitions - Follow up on inventory management <p>Manage expenses and collections</p> <ul style="list-style-type: none"> - Verify and forward invoices for payment - Receive and process all payments received (tuition, space rental, snack shop, etc...) - Provide a weekly report of accounts receivable from parents and any other payments received. - Write letters, memos etc. - Take care of the renewal of business cards, letterheads, etc. <p>Routine follow-up</p> <ul style="list-style-type: none"> - General office work (fax, photocopying, typing) - Act as a liaison between departments within the institution. - Serve as a liaison for parents during registration and collection. - Perform all related tasks for the proper functioning of the Front Office (Academic and Administrative Director) - Maintain efficient filing of student/employee records and administrative documents. - Send official copies of transcripts when needed for students leaving QCS to other schools, colleges and universities. - Monitor attendance records i.e.: number of absences, and tardies. - Seek out the best vendors in terms of space for the graduation ceremony, office equipment and any other vendors needed by the institution. 	
	- Coordinate the planning of all events and organize all staff retreats, including	

Agenda management 20% of the time	student retreats. - Manage the Directors' schedule - Schedule Directors' appointments - Organize meetings and prepare meeting materials and minutes. - Prepare meetings and distribute agendas - Ensure administrative follow-up of decisions made
10% Duties as assigned	
Main internal/external connections	
Internal	- The different departments that make up the structure
Externals	- Customers and suppliers

Required Competence	
Expertise	- Fluent in French and English - Knowledge of Microsoft office - Ability to use a Windows effectively to manage store, retrieve, file and edit data. -Should be certified CPR and first aid certified. - General knowledge of the institution's products and services - Secretarial degree
Personal skills	- Discreet - Integrated - Orderly - Welcoming - Pleasant personality and neat presentation - Flexible and available - Good oral and written communication - Discipline - Spirit of initiative
Range of autonomy	
None	
Limited	x
Extended	
Full	
Suggestions	
Possible evolution in the position	
- Administrative Assistant	
Job elements	

Type of contract Open-ended contract	Type of contract Open-ended contract
Working hours 8 hours / day	Working hours 8 hours / day
Method and level of remuneration See employment contract	Method and level of remuneration See employment contract