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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>\$19.50 /hour</b>

### General Accountability

Reporting directly to the CEO, the Administrative Clerk provides clerical support services to North Parkland Power Co-op, and its team, through provision of efficient and effective administrative, clerical, and reception support.

### Specific Accountabilities

- File and records management
- Facilitate the execution of contractual documents, scan and digitally store pertinent agreements
- Maintain accurate files and reports
- Provide friendly and efficient customer service and engagement
- 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.).