



Université d'Ottawa | University of Ottawa

Ressources Humaines | Human Resources

Pavillon Tabaret, pièce L055 | Tabaret Hall, room L055

550 Cumberland, Ottawa, ON K1N 6N5, (613) 562-5800 ext. 2359

www.uottawa.ca

GENERIC JOB DESCRIPTION - STUDENT

Title : Clerk

Hourly rate :

Under the supervision of the

the incumbent will provide administrative and clerical office support and ensure

(for example: adequate communication with clients and stakeholders).

MAIN DUTIES

- Contact stakeholders to fill out forms and documents;
- Set up appointments with stakeholders as well as ensure appropriate follow-ups or changes to their confirm appointments;
- Welcome visitors and see to the logistics of appointments (reservation and preparation of rooms);
- Manage the inventory of instruments and material and apply various protocols;
- Manage the e-mail inbox and voicemails and if necessary, transfer the messages to the appropriate person;
- Act as resource person and communicate relevant information to stakeholders;
- Gather and prepare information needed to write and edit various documents (letters, memos, official correspondence, tables) in addition to updating various tables;
- Collect data in tables and / or information management system; and
- Filing and archiving of various documents and files.

ESSENTIAL QUALIFICATIONS

- Bilingualism – French and English (oral and written);
- Accuracy, attention to detail and ability to sustained concentration;
- Experience using basic office equipment (photocopier, scanner, fax, etc.);
- Experience using computer systems and software such as Windows, word processing, databases, spreadsheets, presentation software, email and the Internet;
- Plan and organize own work and priorities in regular daily activities; and
- Tact, diplomacy and professionalism.

Supervisor (Researcher)

Student

Date