SUMMARY: The Office Administrator provides administrative support to the ONC Administrative Coordinator and staff and executive. Responsibilities include human resources administrative support, communications support, office administration, administrative support of at sea observatory maintenance cruises and monitoring of LEF financial transactions.

MAJOR RESPONSIBILITIES AND DUTIES: (In order of importance to a maximum of 8)

1. Responsibility: Human Resources Administrative Support 65%

Duties:
- Support the Administrative Coordinator on HR/employment related projects
- Advise staff on their rights and responsibilities with regard to the leave related provisions in the CUPE and PEA collective agreements and interpret how that fits into our work environment.
- Advise Non-Uvic employees (Agency employees) on Employment Standards and other relevant employment legislation.
- Interpret University HR and ONC policy and procedures for all employee groups.
- Research where a positions should be posted, post the position and track the resume’s received
- Screen and short-list resumes and present to the selection committee.
- Draft offer letters; get approval and the required signatures.
- Complete forms and ensure that all required paperwork with signatures is in place in order to forward Recommendations for Appointment, Advice of Separation, Position Status Changes, CTO and Vacation payout requests etc. to UVIC Payroll and HRIS. Follow up on any questions regarding the paperwork submitted.
- Maintain digital and/or paper filing systems ensuring appropriate handling and storage of documents according to Freedom of Information and Protection of Privacy Act regulations
- Improve existing filing systems
- Track employment contract details to ensure contract extensions or changes are applied for on time by supervisors.
- Orient new staff members and assist with the completion of required documentation.
- Train and provide ongoing support to staff members regarding UVic administrative procedures and practices.
- Liaise between staff, internal accounting and Facilities Management regarding any work place improvements or changes including temperature adjustments, specialized keyboard trays, office moves, furniture, etc. Often based on highly confidential medical documentation provided by the
**2. Responsibility: Communications support 15%**

**Duties:**
- Research products to be purchased for marketing and communications purposes
- Acquire quotes and finalized designs from suppliers
- Obtain approvals: permission, signatures and accounting information to be able to order
- Ensure that all paperwork is in order when submitting a Webreq and that University Purchasing policies and procedures are followed
- Ensure that the right design files are submitted by coordinating with the Communications team
- Produce the Webreq
- Follow up with purchasing and suppliers as required
- Receive delivery and ensure Accounting gets the approved paperwork for payment
- Maintain an inventory of marketing and communication materials and publications printed by UVic Printing Services.
- Maintain inventory of other marketing collateral produced by external suppliers
- Assist with printing using the 44” plotter and ensure supplies are available for upcoming events.

**3. Responsibility: Office Administration 10%**

**Duties:**
- Make recommendations and purchase office supplies upon employee’s request.
- Maintain office supplies inventory and order when stock gets low.
- Provide purchasing support: Directed Award, Web req.s etc.
- Research office equipment to be acquired (e.g. printers, scanners, laminators) and follow it through to purchase and installation.
- Compile and distribute meeting minutes (i.e. Executive Marine Operations meetings)
- Provide back-up coverage for Receptionist during breaks, vacation/sick days, and by making travel arrangements, room bookings, placing catering orders etc.
• Provide administrative support to all staff as required
• Provide assistance to the President’s Executive Assistant as required
• Complete tasks/projects for the President when requested (i.e. built database for ONC President’s contacts.
• Plan and implement office equipment and furniture purchases.
• Manage office logistics including facility repairs, improvements and staff moves liaising with UVic Facilities Management staff as required.
• Provide back up relief to the Administrative Coordinator and the Administrative Assistant for maintenance of all ONC Administrative website pages
• Other duties as assigned

4. Responsibility: Administrative Support for Observatory Maintenance at Sea Cruises 5%

Duties:
• Provide direction and support to expedition crewmembers and participating Canadian and international students and guests with the preparation and submission of documentation required to obtain security clearance.
• Liaise with the Department of Fisheries and Oceans to clarify issues on behalf of students and guests, to ensure the timely completion and processing of documentation.
• Distribute expedition-related information and forms to participants.
• Communicate vessel boarding requirements to personnel.
• Prepare and distribute 'contact lists' for crew, students and guests supporting the expedition both at-sea and on-shore.
• Maintain an up-to-date office supply box containing all equipment, materials and supplies required to set up and operate an office on the vessel.

5. Responsibility: Finance Support 5%

Duties:
• Track Financial transactions in LEF account and report monthly to Director Observatory Operations
• Deal with any issues arising from these transactions.

REQUIRED QUALIFICATIONS:

Skills:
• Ability to manage multiple demands and deadlines, problem-solve and maintain a high degree of accuracy.
• Ability to work independently and to take initiative to organize a very heavy and varied workload in order to meet competing critical deadlines.
• Demonstrated ability to interpret and explain complex university collective agreements and policies while maintaining confidentiality.
• Able to take initiative to find ways to improve the way a task is done, or if it has never been done before find creative and innovative ways to do it
• Able to learn new computer programs as required
• Efficient and effective work practices
• Professional and courteous
• Flexible, embraces the challenge of change
• Works well in a collaborative team environment with individuals of different background and
- Strong written and verbal communication skills

**Specialized Knowledge/Education:**
- Strong computer skills in MS Office, Adobe Acrobat, Confluence, Alfresco
- Good working knowledge of the UVic FAST Accounting and HR system
- Keen interest in ocean research

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<td>Minimum of 3 years of office administration and/or Human Resources and payroll administrative experience is required.</td>
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<td>Experience working in a nonprofit and/or grant funded organization</td>
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<td>Strong customer service background and experience in dealing with highly sensitive, very detailed and confidential issues is essential.</td>
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