

Job Title: Administrative Secretary
Department: Administration Department
Reporting to:
Date written:
Approved by:
Approval date:
Date reviewed:
Employment status:
Reviewed by:

SUMMARY JOB DESCRIPTION

<p><i>Acts as administrative assistant to the general manager and the controller/accountant.</i> <i>Compiles and keeps records of the business operations and administrative activities of the dealership. Assists management in administrative tasks requiring superior competence. Supports the general manager in the performance of the following tasks:</i></p>

The MAJOR TASKS are listed below, but the incumbent may be assigned to other duties.

- Performs administrative tasks for the dealership business office.
- Answers telephone calls quickly, and in a courteous and professional manner; takes messages for management personnel, in keeping with her instructions.
- Opens and forwards the mail, writes letters and prepares outgoing mail.
- Looks after the word processing of the dealership.
- Keeps documents for the controller in a safe and confidential location.
- Files accounting documents, correspondence and other information.
- Acts as backup for all administrative positions in the accounting or after-sales departments, as necessary.
- Prepares and mails the receipts, invoices, policies, accounts, statements of account, cheques and other documents.
- Writes and prepares routine correspondence.
- Records orders for merchandise or after-sales services.
- Receives, totals and pays out cash.
- Calculates the salaries, income taxes, bonuses, commissions and instalments.
- Orders and purchases office supplies.
- Organizes the dealer's trip itineraries and makes the necessary reservations.
- Reports on personnel meetings.
- Photocopies correspondence and other printed materials.

- Sees to the maintenance of office equipment (for example photocopiers, printers, fax machines, etc.), trains dealership personnel in the correct use of this equipment and steps in to solve problems.
- Helps train dealership employees in computer matters, as instructed by the controller.
- Carries out special administrative projects, as instructed by the controller or the general manager.
- Keeps up-to-date on basic information concerning the dealership, in order to serve as resource person for callers asking for this type of information.
- Performs administrative tasks for the dealer.
- Respects the confidential nature of business conversations, correspondence, reports and documents, as the case may be.
- Organizes management trips and keeps a report on managers' itineraries.
- Performs tasks requiring immediate attention in the absence of management personnel.
- Writes correspondence and memoranda or has them written, involving all dealership personnel, as well as forms, supplier reports and other documents, as instructed.
- Organizes meetings of the executive committee/board of directors and keeps business documents, supervises the writing and recording of business documents, such as notices, meeting agendas, minutes and decisions.
- Maintains a professional appearance and a tidy work station.
- Performs other tasks, based on management requirements and instructions.

SECONDARY TASKS

- *Description of one or more secondary tasks to be added, according to your needs.*

JOB REQUIREMENTS

Language skills
Knowledge and skills
Responsibilities

Effort
Work conditions
Other requirements

Uses his/her software efficiently to obtain more details about the requirements of the job. This software has the advantage that it incorporates the sixteen job evaluation factors developed by the CCAQ to facilitate the achievement of pay equity within the business. With this software, each job evaluation criterion for the jobs related to a job can be indicated below each job description.

<p><i>N.B.: In this publication, the use of the masculine to refer to people does not imply any discrimination.</i></p>
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