

Job Description

Job Title:	Administrative Assistant, Waterloo Advanced Manufacturing Consortium
Department:	Office of the Dean of Engineering
Reports To:	Managing Director, Waterloo Advanced Manufacturing Consortium
Jobs Reporting:	None
Salary Grade:	USG 5
Effective Date:	October 2018

Primary Purpose

The Administrative Assistant (AA) provides secretarial support and assists with the administration of the Waterloo node of Ontario's Advanced Manufacturing Consortium (AMC). The consortium is the result of the province's commitment of \$35M over five years announced in its 2016 Budget to help develop long-term industrial innovation projects and support industry-academic partnerships. The initial members of the AMC include three Ontario universities -- McMaster, Waterloo and Western. The AA will maintain working relationships across campus, notably with Waterloo AMC faculty members, the Office of Research, Finance and Human Resources. The incumbent will continually develop and maintain a database of contacts for AMC industry partners, and liaison with internal and external agencies and partners to ensure AMC's successful operation.

Key Accountabilities

Administrative Support

- Handles and routes both incoming and outgoing correspondence, redirecting appropriately to the AMC Managing Director, staff and faculty members.
- Sets AMC related appointments, meetings, and visits as required.
- Coordinates events and promotional activities, including visits to campus from industry and government sponsors, as well as workshops and seminars.
- Circulates the meeting agenda and relevant materials, secures meeting rooms, equipment, and parking, and co-ordinates participation of attendees.
- Maintains an orderly filing system for all AMC projects, equipment purchases, maintenance agreements and communications with external organizations.
- Manages office equipment and consumables, including: monitoring the current equipment inventory and scheduling repairs as necessary; re-ordering, expediting and sourcing office supplies; maintaining records of all purchases, and updating Waterloo AMC office account statements.
- Assists with onboarding new employees, ensuring access to equipment, office space, phone and internet connections.

Communication

- Assists with implementing and managing a contact management database system.
- On behalf of the Waterloo AMC Managing Director and faculty members, liaises with a broad spectrum of internal and external contacts to support the consortium's goals and objectives provided by the Managing Director.
- Helps the Managing Director systematically collect feedback on contracts and projects from all parties engaged.

Job Description



Accounts Management

- Processes day-to-day financial transactions and reconciles all Waterloo AMC office related financial statements.
- Prepares and processes travel and expense claims in accordance with university policies and procedures.
- Prepares payroll forms for casual and part-time employees.
- Maintains confidential files related to personnel.
- Ensures financial accountability in accordance with UW requirements and standards.
- Collaborates with Procurement and Contract Services, Finance, and Human Resources as necessary to resolve issues that may arise.

Assist with special projects and other duties as assigned by the Managing Director

- Assists the Managing Director with special projects and events.

Required Qualifications

Education

- College Diploma or equivalent combination of education and work experience
- University Degree preferred

Experience

- Minimum 3 years of work experience in office administration, academic environment preferred

Knowledge/Skills/Abilities

- An ability to communicate comfortably and professionally with industry, government, faculty researchers, and university administrators.
- An ability to think critically, assessing unexpected, non-routine situations and forming a course of action.
- An ability to handle multiple tasks and shifting priorities to meet non-negotiable deadlines.
- Have excellent organizational, analytical, and problem-solving skills.
- Advanced level MS Word, and Excel.
- Intermediate level PowerPoint.
- Advanced knowledge of Outlook and financial/expense claim systems; Unit4 and Concur preferred.
- Working knowledge of Adobe, SharePoint and web design tools and software required.

Nature and Scope

- **Contacts:** Internal: Relationships include Waterloo AMC faculty and staff, Office of the Dean of Engineering, Office of Research, as well as many other departments and units across campus. External: Relationships include industry partners, other universities, government departments, ministries and agencies (federal, provincial, and municipal), corporations and businesses, catering providers.
- **Level of Responsibility:** The position has no direct supervision of others. Able to undertake multiple projects in the strictest confidence, often concurrently to separate external industry clients
- **Decision-Making Authority:** Makes independent decisions regarding, but not limited to: managing administrative and research databases; maintaining records system for AMC funding, outreach and research projects; arranging meetings internal/external to UW; preparing and distributing correspondence and meeting notes.
- **Physical and Sensory Demands:** Those typical of an office environment, including significant exposure to seated, visual computer work.
- **Working Environment:** Office Based.