



Job Posting – Administration Assistant

Date: September 26, 2017

Reporting to the Administration Manager, the Administration Assistant is responsible for the provision of administrative support to the Administration Manager and other staff members as assigned.

ORGANIZATION DESCRIPTION

The Simcoe County Student Transportation Consortium (SCSTC) provides student transportation services within Simcoe County for the Simcoe County District School Board (SCDSB) and the Simcoe Muskoka Catholic District School Board (SMCDSB). The role of the SCSTC includes creating and maintaining bus routes and contracting vehicle operators on behalf of the SCDSB and the SMCDSB.

With an annual budget of \$30 million, the SCSTC plans and coordinates the safe and efficient home-to-school transportation for over 34,000 students on over 700 vehicles to 155 schools.

MAJOR RESPONSIBILITIES

The Administration Assistant is responsible for performing duties in the key areas as set out below and other duties as assigned by the Administration Manager.

- Assist with the processing of invoices and payables.
- Assist in the preparation of monthly, quarterly and annual financial reports.
- Assist with development and implementation of student safety materials and programs.
- Assist in the preparation of reports, memorandums, letters, contract/agreements, etc.
- Assist in providing superior customer service to SCSTC staff, member district school boards, parents/guardians, school vehicle operators, the public and the media.
- Assist the Transportation Supervisors and Co-ordinators with student transportation services through the use of SCSTC route planning software as required.
- Investigate and report on school vehicle accidents and incidents.
- Respond in a professional and timely manner to inquiries (both verbally and in writing) from school staff, school board officials, parents/guardians, school vehicle operators, the public and the media.
- Assist with office management and administration duties.
- Maintain familiarity with the computerized transportation route planning software program to access and update information as assigned.
- Other duties as assigned.

EDUCATION, EXPERIENCE, SKILLS AND ABILITIES

- A post-secondary degree or diploma preferably in one or a combination of the following disciplines: Business Administration, Finance, Economics, Urban Planning, GIS, Geography, Communications; or minimum of two (2) years' work experience in a related position.
- Knowledge of financial reports with the ability to conduct analysis of available information and prepare reports.
- Thorough knowledge of standard software applications including Microsoft Office.
- Proven ability to manage and prioritize multiple projects.
- Ability to work under pressure in a fast paced environment.

- Ability to work independently and to work flexible hours.
- Self-confident, self-starter and able to work with minimal supervision.
- Excellent communication (verbal & written), presentation and customer service skills.
- Must have valid Ontario Driver's License, clean driving abstract and access to a reliable vehicle for occasional business needs.
- Experience in business uses of social media communications is an asset.
- GIS mapping and/or routing experience is an asset.
- Fluency in oral and written French is an asset.

As a condition of employment, the successful candidate will be required to submit an acceptable "Criminal Background Check" and "Vulnerable Persons Search". The successful candidate will be required to conduct daily business in keeping with privacy legislation and related confidentiality policies.

If you are interested in learning more about this career opportunity with the Simcoe County Student Transportation Consortium, please visit www.simcoecountyschoolbus.ca and click on career opportunities at the bottom of our home page.

Qualified applicants are invited to apply to this position via email to kmalkamaki@scstc.ca, no later than **Friday, October 13, 2017 at 5:00 p.m.** Only candidates selected for an interview will be contacted. We thank all others for their interest in the Simcoe County Student Transportation Consortium.
