

IDENTIFICATION

Job Title:	Administrative Assistant	Division:	University Infrastructure
Name of Immediate Supervisor:	Sascha Weber	Position Number:	
Supervisor's Title:	Director, University Infrastructure	Effective Date:	November 4, 2025

Purpose of the Role

The Administrative Assistant plays a key role in ensuring smooth and efficient daily operations within the University Infrastructure Division, which is comprised of the Safety & Security Services Department, the Infrastructure Department, and the Facilities Department. This position is responsible for performing administrative duties, including managing schedules, coordinating meetings, handling correspondence/invoices/contracts, and maintaining office supplies. Additionally, the role ensures proper documentation and compliance with YukonU policies and procedures and oversees asset disposal as well as shipping and receiving activities.

Key Responsibilities

General Administrative Responsibilities (70%):

- Provide comprehensive administrative support to staff and management.
- Monitor the preparation, coordination and administration of purchase orders, accounts payable/receivable, petty cash, etc., from divisional staff.
- Support hiring managers by centralizing HR processes within the University Infrastructure Division (such as Staffing Requests, Employee Change forms, etc.).
- Answer and direct phone calls, emails, and other correspondence in a professional manner.
- Schedule and coordinate meetings, appointments, and travel arrangements.
- Prepare, proofread, and format documents, reports, and presentations.
- Maintain organized electronic and physical filing systems.
- Order and manage office supplies, equipment, and services.
- Assist with data entry, recordkeeping, and maintaining accurate databases.
- Administer help tickets and work requests (both YukonU and Yukon Government systems) in collaboration with the responsible department manager.
- Greet and assist students, staff and visitors, ensuring a professional and welcoming environment.
- Handle sensitive and confidential information with discretion.
- Support internal communications, including drafting memos and distributing announcements via Marketing & Communication.
- Ensure all administrative processes comply with YukonU policies and procedures.

Asset Disposal Responsibilities (15%):

- Oversee the disposal of surplus or obsolete YukonU assets, ensuring compliance with YukonU policies and regulatory requirements.
- Manage the listing and sale of assets via online auction platforms such as "GovDeals.com", including photographing items, creating detailed descriptions, and setting starting bids.
- Collaborate with departments and budget holders to confirm authorization for asset disposal, the book value and minimum sale price, item specs and other details.
- Coordinate the entire auction process, from asset preparation and listing to final sale, ensuring timely and efficient transactions.
- Work directly with buyers to facilitate the transfer and pickup of sold items, ensuring proper documentation is completed for each sale.
- Ensure proper asset disposal procedures are followed for items that do not sell, including coordinating recycling, donation, or environmentally responsible disposal.
- Maintain accurate records of disposed assets, including auction outcomes, proceeds, and any other relevant details.
- Provide regular reports on asset disposal activity to management, including financial summaries of auction sales.

Shipping and Receiving Responsibilities (15%):

- Manage incoming and outgoing shipments, ensuring accurate and timely processing.
- Inspect and verify deliveries against purchase orders and shipping documents.
- Maintain detailed shipping and receiving logs and ensure that all received items are registered in the tracking software (i.e. Banner).
- Coordinate with couriers, freight companies, and internal departments for pickups and deliveries.
- Track inventory levels and maintain organized, secure storage areas.
- Prepare shipping labels, packing lists, and related documentation.

People Leadership

May supervise casual staff or student positions.

Communication and Contacts**Internal Contacts:**

- Regular communication with staff and management across all departments within the University Infrastructure Division to coordinate administrative support, scheduling, and logistics.
- Collaboration with finance, procurement and asset management teams to ensure proper documentation for shipments, purchases, and asset disposal transactions.
- Coordination with responsible department managers regarding inventory, deliveries, and maintenance requests.

External Contacts:

- Frequent interaction with vendors, couriers, and service providers to arrange shipments, deliveries, and office supply orders.
- Direct communication with buyers and representatives through online auction platforms (e.g., "GovDeals.com") to facilitate asset listings, respond to inquiries, and coordinate pickups or transfers of sold items.
- Occasional communication with external agencies, recycling partners, or contractors involved in asset disposal or compliance-related processes.

JOB ELEMENTS**Decision - Making**

The Administrative Assistant exercises sound judgment and discretion in day-to-day operations, working within established policies, procedures, and supervision. Decisions are generally routine in nature but require initiative, accuracy, and attention to detail.

Knowledge and Experience**Education and Experience:**

- Post-secondary education in office administration, business, or a related field. "Diploma in Business Administration" preferred. Equivalent experience may be considered.
- Minimum of 1-2 years of experience in an administrative, clerical, or office support role.
- Experience with shipping and receiving processes, courier coordination, or inventory handling is an asset.
- Familiarity with online auction or sales platforms (e.g., "GovDeals.com" or similar) preferred.
- Previous experience working in a government, public sector, educational or facilities environment considered an advantage.

Knowledge:

- Solid understanding of general office administration principles and procedures.
- Knowledge of document management, recordkeeping, and office systems.

- Basic understanding of asset disposal procedures, surplus management, and applicable compliance requirements.
- Familiarity with shipping and receiving documentation, inventory tracking, and logistics coordination.
- Awareness of confidentiality, data protection, and workplace safety standards.

Technical Skills:

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and general office technology.
- Comfortable using databases, online forms, and digital filing systems.
- Ability to navigate and post listings on online auction platforms such as "GovDeals.com".
- Basic numerical and financial skills for recordkeeping, tracking sales, and reconciling documentation.

Interpersonal Skills:

- Strong communication and customer service skills, both written and verbal.
- Excellent organizational skills with the ability to manage multiple priorities effectively.
- Detail-oriented, dependable, and able to work independently or as part of a team.
- Demonstrated ability to maintain professionalism and confidentiality in all interactions.
- Adequate oral and written communication skills.
- Attends work and shows up for scheduled shift on time with satisfactory regularity.
- Ability to work a flexible schedule, including nights, weekends, and some holidays.
- Must comply with any dress code requirements.

WORKING CONDITIONS

Specific Working Conditions & Requirements

Location:

- Primarily based in an office environment.
- Tasks require daily access to warehouses, inventory storage, or external areas for asset disposal and shipping/receiving.

Work Hours:

- Standard office hours, typically Monday to Friday, 8:00 AM – 5:00 PM.
- Flexibility required during peak periods (e.g., asset disposal deadlines, shipping, or auction timelines).

Work Environment:

- Office setting with frequent use of computers, telephones, and standard office equipment (e.g., printers, scanners, fax machines).
- Periodic exposure to warehouse or storage areas for physical tasks like asset disposal, inventory handling, and shipments.

Physical Demands:

- Majority of tasks involve sitting for extended periods (e.g., desk work, data entry, preparing auction listings).
- Occasional lifting, carrying, or organizing items (up to 25 lbs) when handling shipments, asset disposals, or inventory.
- Must be able to navigate between office spaces and storage or inventory areas when needed.

Health & Safety:

- Compliance with workplace safety standards and guidelines, especially when handling inventory, shipping materials, or assets for disposal.
- Use of **Personal Protective Equipment (PPE)** may be required when dealing with hazardous materials or working in warehouse areas.
- Adherence to **ergonomic best practices** while sitting at a desk for prolonged periods.

Travel:

- *Minimal local travel may be required to coordinate or assist with asset pickups, deliveries, or disposal events.*
- *Occasional travel to offsite locations for inventory or asset removals, depending on business needs.*

Workload & Stress Levels:

- *The role requires the ability to balance multiple tasks and priorities, particularly during peak periods of shipping or asset disposal.*
- *Ability to work effectively under time constraints and adapt to unexpected changes or urgent tasks.*
- *A moderate level of stress may occur during tight deadlines, high-volume asset disposal activities, or coordination of logistics for shipments.*

Workplace Interactions:

- *Frequent interaction with internal departments and external vendors, shipping companies, and auction buyers.*
- *Must maintain professionalism and clear communication in all interactions.*