

ADMINISTRATION

Positions in the Forest Products Industry



GENERAL OFFICE SUPPORT WORKER

office clerk, office assistant, bookkeeper, general office support worker

General office support workers prepare correspondence, reports, statements and other material, operate office equipment, answer telephones, verify, record and process forms and documents such as contracts and requisitions and perform general clerical duties according to established procedures. They are employed in offices throughout the public and private sectors.

KEY RESPONSIBILITIES



General office support workers perform some or all of the following duties:

- Prepare correspondence, reports, statements, forms, presentations, applications and other documents from notes or dictaphone
- Respond to telephone, in person or electronic enquiries or forward to appropriate person
- Provide general information to staff, clients and the public regarding company or program rules, regulations and procedures
- Photocopy and collate documents for distribution, mailing and filing
- Sort and file documents according to established filing systems, locate and retrieve documents from files as requested and maintain records of filed and removed materials
- Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases
- Process incoming and outgoing mail, manually or electronically
- Send and receive messages and documents using fax machine or electronic mail
- Assist with administrative procedures such as budget submissions, contracts administration and work schedules
- Maintain inventory of office supplies, order supplies as required and arrange for servicing of office equipment
- May perform basic bookkeeping tasks such as preparing invoices and bank deposits
- May sort, process and verify receipts, expenditures, forms and other documents
- May organize the flow of work for other office support workers.

EDUCATION AND TRAINING



Completion of secondary school is usually required. Completion of secondary school or college business or commercial courses is usually required.

Here is a complete list of Canadian Universities and Colleges:
thegreenestworkforce.ca/education

Notice

The requirements listed are generally required qualifications for this Career Type. The qualifications may vary based on the employer and/or the geographic location of that job.

THIS JOB IS RIGHT FOR YOU IF:



- You want to live an oversized life in one of Canada's beautiful forest communities
- A sense of community is important to you
- You like variety and learning new things
- You want to make a difference working in a green job
- You like math
- You like solving problems
- You have an analytical mind
- Business and finance interests you

DARE TO COMPARE

See how much time and money you would save by moving to a forest community.

thegreenestworkforce.ca/compare

If you want good pay, opportunities to learn on the job, a great lifestyle and the chance to work in Canada's Greenest Workforce, then the forest products industry is right for you.