



**The Congregation of the Sisters Of Mercy of
Newfoundland
JOB DESCRIPTION**

Job Title:	Administrative Assistant
Site/Group:	Generalate
Reports to:	Senior Financial Officer (SFO)
Incumbent:	

Job Description

Congregation of the Sisters of Mercy – Community of Work

The incumbent in this position is a valued partner and team member in a shared journey with the Sisters of Mercy. The qualities expected of the Sisters and all those who walk together on this journey are respect for each other, honesty, integrity, trust, confidentiality, hard work, competence, positive attitude, enthusiasm, openness to new ways, flexibility, self-confidence, and loyalty to each other. The employees who work with the Sisters are expected to do their everyday work competently and well, taking pride in their achievements and in the quality of their work.

Summary Statement

This position is an integral member of a multi-functional team by providing administrative and clerical services to the Congregation of the Sisters of Mercy, both as an individual contributor and a team member while supporting the goals and values of the Congregation. The incumbent demonstrates courtesy in all interactions with others and positively contributes to a respectful workplace. The Administrative Assistant works collaboratively with the Leadership and the Finance teams at the Generalate. The Administrative Assistant is expected to work with independent judgement and initiative guided by policies and professional ethics while supporting the goals and values of the Congregation of the Sisters of Mercy.

Roles and Responsibilities

Performs all duties in compliance with acceptable workplace safety standards. Carries out duties with a priority for safety in utilization of materials and space. Reports all unsafe incidents or findings to the SFO or to appropriate staff.

Duties include but may not be limited to the following:

- Greets and directs visitors
- Answers and directs incoming calls; takes and delivers messages
- Monitors security at the main entrance
- Acts as point of contact for Sisters, staff and external stakeholders
- Processes and directs mail and incoming packages or deliveries
- Responds to or re-directs emails received at email account:
mercygeneralate@sistersofmercynf.org
- Maintains central electronic calendar of events
- Schedules meetings and appointments (in-person or via technology)
- Prepares and distributes agendas, minutes, etc. for meetings



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Job Title:	Administrative Assistant
<ul style="list-style-type: none">• Attends various committee meetings to take minutes and completes correspondence as required• Assists members of Leadership Team and senior Finance Office personnel in official communication as requested• Composes, prints and forwards correspondence from members of Leadership Team and Finance Office• Sets up and prepares Board Room and other spaces for meetings or assemblies• Files documents physically and electronically as directed• Maintains and updates required directories and lists• Maintains office supplies and front office equipment• Completes and submits medical claim forms to the insurance provider and records refunds. <p>Performs other related duties as assigned.</p>	
Qualifications	
Education and Experience Requirements	
<ul style="list-style-type: none">• Completion of an Office Administration or Business Administration program from a post-secondary institution• Considerable experience in an office environment• Proficiency in Microsoft Word/Excel/PowerPoint/Publisher, MS Outlook, and in remote meeting technologies, MS Teams and Zoom• Experience with equipment such as photocopiers and postage machines• Strong written and verbal communication skills• Excellent organizational and time management skills• Strong attention to detail• Discretion in handling confidential matters• Respectful and tactful toward Sisters, staff clients and service providers	
Preferred Skills and Competencies	
<ul style="list-style-type: none">• Strong written and verbal communication skills• Excellent organizational and time management skills• Strong attention to detail• Discretion in handling confidential matters• Respectful and tactful toward Sisters, staff clients and service providers• Attention to detail• Ability to work alone or as part of a team.• Understand ethical behavior and business practices and ensure own behavior is consistent with these standards and align with the organization's values.	



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Job Title:	Administrative Assistant	
Physical Requirements <ul style="list-style-type: none">This position requires good physical and mental health.Must be able to sit for long periods of time.Repetitive motion required for data entry. <p>A signed Confidentiality Agreement is required for this position. A Certificate of Conduct and Vulnerable Sector Check from the RNC which verifies no criminal record is required for the position.</p>		
Signatures		
<p>I acknowledge and understand that:</p> <p>Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and my employment is at-will. This job description provides a general summary of the position in which I am employed. The contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions. I further understand that it is my responsibility to inform my supervisor if at any time I am unable to perform these functions. Job duties, tasks, work hours and work requirements may be changed at any time.</p> <p>I have read and understand this job description.</p> <p>_____</p> <p>_____</p> <p>(Employee Signature) (Date)</p>		
Approved by: Leadership Team		
Approval Date: Sept 10, 2025	Last Review/Revision Date	Sept 4, 2025