



SLMS/DOCUMENTATION CLERK JOB DESCRIPTION

Job Title:	SLMS/Documentation Clerk	Date Prepared:	
Reports to:	Manager	Approved By:	

Job Purpose:

1. Monitor performance and documentation of all areas of SLMS and report status to the Manager for actions required.
2. Assemble data required to support job costing.
3. Cross Train with the Utility Billing Program and Accountant.
4. Oversee the Co-op’s social Media sites i.e. Website and Facebook Page as well as organizing and filing all Co-op documentation and updating of all manuals and member contracts.

Core Responsibilities:

1. Complete documentation and monitor compliance with all areas of SLMS as specified and required by legislation.
2. Prepare and report quarterly reports of SLMS to Management.
3. Prepare, complete, maintain, record all required documentation for SLMS, O&M & Safety audits.
4. Update and maintain Health and Safety Manual.
5. Ensure documentation is complete and shows compliance with required Health and Safety plan requirements,
6. Assist Senior Field Operator responsible for Health and Safety with Preparing, Maintaining, and Recording Health and Safety meetings and minutes as per regulation.
7. Update and maintain all Health & Safety digital forms & paper files.
8. Maintain records and statistical reports as required. (Accident, Incident, Safety Mtgs and Training etc.)
9. Update and maintain Co-op manuals, codes and standards.
10. Ensure updated manuals are on hand, e.g. Z662, OH&S etc.
11. Update and maintain Emergency Response Plan.
12. Update and maintain IMP (Integrity Management Program)
13. Update and maintain QMP (Quality Management Plan)

14. Operate and distribute digital and paper w/o forms to service and office personnel.
15. Draft reports, assessments and program proposals as directed by the manager which are finalized by the manager.
16. Regular office duties include customer service, answering telephone, answering and forwarding emails, handling cash, writing invoices & receipts, photocopying, faxing, daily deposits, night deposit, mail, filing, digital filing and typing.
17. Submission of all Alberta One Calls
18. As-built records assembly (input to GIS).
19. Report directly to the Manager or in his/her absence report to the accountant.
20. Attend any courses or meetings that may be required pertaining to the Co-op.
21. The employee may be required to perform other duties aside from those outlined in the body of the job description as may be assigned by the employer from time to time.
22. Travel to remote locations for training/meetings. i.e. Federation, zone meetings and within the Co-op Franchise as required.

Required Qualifications:

1. Minimum Grade 12. Post secondary education an asset.
2. Minimum 3 Years office administration experience.
3. **Previous experience in Utility Billing will be considered an asset.**
4. Proficiency in MS Office, especially Word, Excel and SAGE accounting programs.
5. Excellent communication and interpersonal skills.
6. Attention to detail and accuracy.
7. Ability to work under pressure and meet deadlines.
8. **Previous experience in finance.**
9. Have and maintain a valid driver's license and reliable transportation as required.
10. Ability to be Bonded.
11. Attending and successfully completing training courses to perform job duties as required.
12. **Clean Drivers Abstract**

Physical Demands & Working Conditions:

1. The primary location of work will be the co-op office. On-site fieldwork will be required from time to time in all weather conditions.
2. To be available in an emergency to assist in the operation of the office in non-scheduled work hours as required.