

**Job Profile  
AR05 / 06**

	Competencies/Knowledge	Level	Desired responses demonstrates
<b>Corporate Competencies Behaviors with Admin Context</b>	<b>Modeling interpersonal Skills and Personal Responsibility</b>	1	Demonstrates self-awareness through learning from experience and self-reflection to increase personal effectiveness. Uses interpersonal skills to build credibility and relationships.
	<b>Taking Action and Achieving Results (Action Management)</b>	1	Applies skills and resources to achieve appropriate results.
	<b>Demonstrating Client Focus (Client Orientation)</b>	1	Provides the best quality services to clients.
<b>Job Specific</b>	<b>Problem Solving</b>	1	Ability to understand issues, identify problems and suggest options to determine the appropriate solution.
	<b>Adaptability and Flexibility</b>	1	The ability to adjust to and work effectively within a variety of situations, and with various individuals or groups.
<b>Knowledge</b>	<b>Administrative Support</b>		Demonstrated knowledge in general office procedures and practices (i.e. filing, reception, and preparation of general correspondence) and practical knowledge of computer applications.

**Job Profile  
AR07**

	Competencies/Knowledge	Level	Desired responses demonstrates
Corporate Competencies Behaviors with Admin Context	<b>Modeling interpersonal Skills and Personal Responsibility</b>	2	Demonstrates self-awareness through learning from experience and self-reflection to increase personal effectiveness. Uses interpersonal skills to build credibility and relationships.
	<b>Taking Action and Achieving Results (Action Management)</b>	2	Applies skills and resources to identify options to achieve appropriate results.
	<b>Demonstrating Client Focus (Client Orientation)</b>	2	Provides and promotes the best quality services to clients.
Job Specific	<b>Problem Solving</b>	2	Ability to understand issues, identify problems and suggest options to determine the appropriate solution.
	<b>Adaptability and Flexibility</b>	3	The ability to adjust to and work effectively within a variety of situations, and with various individuals or groups. This entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as the requirements of a situation change, and changing or easily accepting changes in one's own organization or job requirements.
Knowledge	<b>Administrative Support</b>		Knowledge in administrative and basic accounting/financial principles, procedures and guidelines, practical knowledge of office computer applications (such as word processing, spreadsheets, databases, communications) and information/records management.

**Job Profile  
AR08**

	Competencies/Knowledge	Level	Desired responses demonstrates
Corporate Competencies Behaviors with Admin Context	<b>Modeling interpersonal Skills and Personal Responsibility</b>	3	Demonstrates self-awareness through learning from experience and self-reflection to increase personal effectiveness. Uses interpersonal skills to build credibility and relationships.
	<b>Taking Action and Achieving Results (Action Management)</b>	3	Applies skills and resources to identify options to achieve appropriate results.
	<b>Demonstrating Client Focus (Client Orientation)</b>	2	Provides and promotes the best quality services to clients.
Job Specific	<b>Problem Solving</b>	2	Ability to understand issues, identify problems and suggest options to determine the appropriate solution.
	<b>Adaptability and Flexibility</b>	3	The ability to adjust to and work effectively within a variety of situations, and with various individuals or groups. This entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as the requirements of a situation change, and changing or easily accepting changes in one's own organization or job requirements.
Knowledge	<b>Administrative Support</b>		Demonstrated knowledge in administrative and accounting/financial principles, procedures and guidelines, practical knowledge of office computer applications (such as word processing, spreadsheets, databases, and communications), research and information/records management.

**Job Profile  
AR09**

	Competencies/Knowledge	Level	Desired responses demonstrates
Corporate Competencies Behaviors with Admin Context	<b>Modeling interpersonal Skills and Personal Responsibility</b>	3	Demonstrates self-awareness through deliberate learning from past experience and self-reflection to increase personal effectiveness. Uses strong interpersonal skills to build credibility and relationships.
	<b>Taking Action and Achieving Results (Action Management)</b>	3	Focuses, commits, and applies skills and resources to identify opportunities to achieve appropriate results.
	<b>Demonstrating Client Focus (Client Orientation)</b>	3	Creates a client-focused culture for the entire organization and engages others in providing outstanding service to internal and external clients.
Job Specific	<b>Problem Solving</b>	3	Ability to be proactive, understand issues, identify problems and suggest options to determine the appropriate solution.
	<b>Adaptability and Flexibility</b>	3	The ability to adjust to and work effectively within a variety of situations, and with various individuals or groups. This entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as the requirements of a situation change, and changing or easily accepting changes in one's own organization or job requirements.
Knowledge	<b>Administrative Support</b>		Demonstrated knowledge in senior administrative support (i.e. drafting correspondence, word processing and proofreading documents, document tracking, financial monitoring and transactions, maintaining filing systems, coordinating travel, organizing meetings and schedules, research, supervision, and other senior administrative functions).

**Job Profile  
AR10**

	Competencies/Knowledge	Level	Desired responses demonstrates
<b>Corporate Competencies Behaviors with Admin Context</b>	<b>Modeling interpersonal Skills and Personal Responsibility</b>	3	Demonstrates self-awareness through deliberate learning from past experience and self-reflection to increase personal effectiveness. Uses strong interpersonal skills to build credibility and relationships.
	<b>Taking Action and Achieving Results (Action Management)</b>	3	Focuses, commits, and applies skills and resources to identify opportunities to achieve appropriate results.
	<b>Demonstrating Client Focus (Client Orientation)</b>	3	Creates a client-focused culture for the entire organization and engages others in providing outstanding service to internal and external clients.
<b>Job Specific</b>	<b>Problem Solving</b>	3	Ability to be proactive, understand issues, identify problems and suggest options to determine the appropriate solution.
	<b>Adaptability and Flexibility</b>	4	The ability to adjust to and work effectively within a variety of situations, and with various individuals or groups. This entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as the requirements of a situation change, and changing or easily accepting changes in one's own organization or job requirements.
<b>Knowledge</b>	<b>Administrative Support</b>		Demonstrated knowledge in executive administrative support (i.e. assisting managers to make the best use of their time, conduct researching, editing and composing correspondence, acting as liaison between senior officials and managers, and other executive administrative support functions).