

- (5) Performs other duties such as performing switchboard duties, typing materiel management reports and correspondence to include materiel Distribution Account adjustments, write-offs and strike-offs of Canadian Government materiel, typing correspondence relating to Chancery stationery orders, assisting in the preparation of supply inventory, and assisting Canada-based staff and their families when the need arises in obtaining doctors' appointments in the case of emergencies during office hours, and after hours for translation purposes. 5%

INCUMBENT

SUPERVISOR

DATE

DATE