



Administrative Assistant

Casual/On Call for vacation, sick time, and relief coverage

Position Summary:

Provide a variety of administrative, secretarial, and reception duties.

****Short-listed candidates will be required to do a one (1) hour practical exam for skills assessment****

Qualifications:

Education, Training and Experience:

- Completion of Secondary School plus completion of related Post-Secondary program in secretarial training or office procedures.
- Minimum of two (2) years recent related experience.

Job Skills and Ability:

- Ability to type at least 50 words per minute with high degree of accuracy.
- Advanced level of proficiency with all MS Office applications.
- Ability to communicate effectively orally and in writing.
- Demonstrated outstanding customer service skills.
- Ability to deal with others with courtesy and tact, both in person and on the phone.
- Ability to organize work and carry out the duties of the position with independence.
- Knowledge of community and available resources.

Key Duties and Responsibilities:

1. Welcome clients and other visitors, determine their needs and refer them to appropriate resources.
2. Answer multi-line switchboard and transfer calls as needed.
3. Provide word processing, data input and typing support to staff.
4. Draft, type and distribute minutes of meetings.
5. Perform other support duties related to program areas such as providing information to clients or visitors, assisting with intake and client tracking.
6. Compile data and produce reports and statistics as required.
7. Schedule client appointments for various programs.
8. Sort and distribute incoming mail and process outgoing mail. Operate a variety of office equipment such as computer, printer, photocopier, fax machine.
9. Maintain and update files and filing systems.
10. Performs other related duties as required.

General:

- Wage rate as per BCGEU Collective Agreement, Administrative Assistant 3, Grid Level 10 - \$21.63 per hour plus 10.2% in lieu of benefits.
- This position requires Union membership.
- This position is open to all persons.
- This position requires successful completion of a criminal record check.
- This position reports to the Support Services Coordinator.

Please mention the name of the job position you are applying for in your cover letter.

NO phone calls. Only short listed applicants will be contacted.

Please submit your cover letter and resume to:

Human Resources
Chilliwack Community Services
45938 Wellington Avenue, Chilliwack, BC V2P 2C7
Fax: 604.792.6575 Email: careers@comserv.bc.ca

Closing Date: 12:00 Noon, August 12, 2022