

Formerly Abbotsford Community Services

**JOB POSTING #2022-09-01**

**INTERNAL/EXTERNAL**

**Administration**

**Administrative Assistant – Directors Support**

**Wage: \$24 to 25/hour**

**Full time – 35 hours/week: 5 days per week**

**Permanent**

**Provide Administrative Support to two Directors with the team at Archway  
Come Help Us Help People  
Abbotsford**

### **Job Summary:**

This position provides focussed administrative support to the Director of Finance and Director of Operations. These two directors are looking for someone who can comfortably pivot between working independently and working with others, and who can support the Directors' work through key report and document preparation, meeting coordination and scheduling. As a result, someone with strong verbal and written communication skills and who is organized and productive while switch tasking would be a great fit for this position.

### **Your Role:**

*Archway's Administrative Assistant – Directors Support* with the Administration Department contributes by:

- Managing and performing administrative tasks for the Directors such as preparing communications, creating and editing documents, scheduling, coordinating meetings, developing agendas and taking minutes, and preparing reports.
- Receiving, reviewing, and prioritizing a variety of confidential and sensitive information, such as contracts, funding opportunities, and letters, and forwarding these items to appropriate people for follow up.
- Researching and collecting data and providing summaries to build reports.
- Ensuring agency wide consultations are coordinated in relation to policy and procedure revisions.

This position is a great fit for someone who enjoys a fast-paced work environment, taking initiative, and is a good communicator!

## Our Offer

- \$24.00 to \$25.00/hour
- A full-time position at 35 hours/week, Monday to Friday, 8:30am to 4:30pm
- Also included:
  - Three weeks' vacation in your first year, four weeks' in your second year
  - A great benefits package including extended health and dental, you choose your plan
  - Employee and Family Assistance Program that includes online access to wellness resources
  - A pension plan, Archway meets and beats your contribution
  - In-house training opportunities

## Getting an Interview – you will be considered if you have:

- A post-secondary certificate in Business Administration or a related field.
- At least 3 years of experience in an Administrative-support role.
- Ideally, at least 1 year of experience supporting a person in a leadership position.
- Demonstrated aptitude in Microsoft 365 applications – specifically Teams, Excel, Word, Outlook and PowerPoint.
- Strong planning, organization, and time management skills, able to prioritize and complete tasks to meet deadlines.

## The Job Requires you to:

- Obtain and maintain a satisfactory Criminal Records Check.
- Report to two supervisors.
- Have a high degree of switch tasking abilities.

**Closing date is August 19<sup>th</sup>, 2022**

### TO APPLY

Interested applicants are to reference **Posting #2022-09-01** in the subject line.

Please submit your cover letter and resume to:

Email: [jobpostings@archway.ca](mailto:jobpostings@archway.ca)

Subject: Job Posting #2022-09-01

**No phone calls please. Only short-listed applicants will be contacted.**

**Must be legally entitled to work in Canada.**

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to [jobpostings@archway.ca](mailto:jobpostings@archway.ca) with DO NOT FORWARD TO OTHER PROGRAMS, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

*Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.*

*We invest in the mental health and wellbeing of our employees.*