

Receptionist/Administrative Assistant #2024-017

Location Connexus Main Office, Vanderhoof, BC

Hours of Work: 8:30am to 4:30pm, 37.5 hours per week

Posting Date: February 6, 2024

Closing Date: Untilled Filled

Start Date: As Soon as Possible

Salary: \$22.02 – \$25.26/hour as per CSSEA & CSSBA Collective Agreement (Grid Level 5)

Job Summary

Connexus Main Office: Provides a variety of reception and general clerical assistance in an office. Maintains various records, files and related filing systems. Operates a multi-line phone system; greets and assists clients and public; provides support to Connexus staff; processes mail and other deliveries. Performs basic data entry functions such as inputting information into databases and contact lists. Must be able to organize, prioritize and multi-task.

Qualifications & Experience:

- Grade 12
- Six (6) months recent related experience, or an equivalent combination of education, training, and experience
- Experience in operating a computer with experience in Word, Excel, and Outlook
- Must be sensitive to and respectful of cultural differences, differences in socio-economic status and lifestyle diversity. Must be non-judgmental.
- Knowledge of relevant socio-historical events relevant to Indigenous culture.

Required:

- Criminal Record Check clearance
- This position requires union membership.

Our Commitment to You:

We make significant investments in our people, which is why we take great care to hire those who we believe will thrive at Connexus. As a Connexus Team member, you can expect to be treated with dignity and respect, to be challenged with your work, and to have the autonomy necessary to excel. Our progressive and unique culture sets us apart and provides:

- Pay: \$3,578 to \$4,105 CAD Monthly (full-time position, 37.5hr/wk.)
- Benefits for full-time: Extended Health, Dental, Pension Plan, Paid Sick Days, LTD, Vacation 3 weeks + more
- Interesting and relevant training and development opportunities
- Connexus is an equal opportunity employer committed to hiring a diverse workforce.

How to Apply:

Please send a cover letter of interest and current resume outlining your skills and qualifications for the position and include the job posting number:

Attention: Alana Brown **Via email:** careers@connexus.ca

Vanderhoof

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Phone: 250-567-9205
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Fort St. James

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Fraser Lake

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