

Formerly Abbotsford Community Services

JOB POSTING #2022-10-06

INTERNAL/EXTERNAL

**Central Support
Administrative Assistant
Wage: \$19 per hour
Casual/On Call
Permanent**

**A Rewarding Administrative Career is Waiting for You with the team at Archway
Come Help Us Help People**

Location: Abbotsford

On-Site

Job Summary:

The Administrative Assistant – Reception and Office Support (Casual) provides administrative support for the agency. The Administrative Assistant will value all people and their diversity and will demonstrate this in providing service in a timely, courteous, and friendly manner. Furthermore, the Administrative Assistant will maintain harmonious working relationships with all personnel and will display a non-adversarial, non-confrontational, and cooperative approach in the completion of all tasks.

Your Role:

- Archway's Administrative Assistant with the Central Support Program contributes by:
 - Greeting clients and directing them to the appropriate people or program.
 - Providing information about our 90+ programs.
 - Processing incoming and outgoing mail, faxes, e-mails, deliveries, and other documents.
 - Creating photo ID tags for staff, contractors, volunteers, and practicum students.
 - Providing administrative support for a wide variety of tasks and challenges.

This position is a great fit for someone who is flexible, enthusiastic, and tactful when dealing with the public, staff, and community partners, and who has a pleasant mannerism and telephone voice, the ability to deal effectively and pleasantly under pressure and in emergency situations, and the ability to handle cash will be required.

Our Offer

- Wage: \$19 per hour
- A permanent, casual position. Need to be available, sometimes on short notice, from 8:30 AM to 4:30 PM, Monday to Friday.
- Access to on-line wellness resources.

- Great in-house training opportunities.
- Flexible, on call work.
- Build your experience in the field of Administration and Reception.
- Rewarding work in a positive environment.

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

- High school graduation. Completion of a recognized Applied Business Technology course an asset.
- One year experience in a customer service or reception position.

The Job Requires you to have:

- A satisfactory criminal record check is a condition of employment.
- Strong computer competency; able to use Microsoft Office365 and virtual meeting platforms such as Microsoft Teams, and the internet.
- The ability to remain calm and respectful in heightened or crisis situations.
- Good typing skills (50 words per minute) and demonstrated organizational skills.
- Familiarity with office machines, including photocopiers, fax machines and postage machines

Closing date is October 9, 2022

TO APPLY

Interested applicants are to reference **Posting 2022-10-06 in the subject line.**

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca

Subject: Job Posting 2022-10-06

**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 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.