

Lead Administrative Assistant

Temporary Until November 30, 2026

Full-Time - 35 Hours/Week, Monday to Friday 9:00am – 4:30pm

Job Summary:

Supervise administrative staff and participate in their recruitment and selection. Participates in the coordination of administrative work in an office. Perform a variety of administrative and clerical duties as required.

Qualifications:

Education, Training and Experience:

- Completion of secondary school, plus certification in business or office administration.
- Minimum four (4) years recent related experience working in Administration, including one (1) year supervisory experience.
- Completion of De-escalation training.
- Completion of Standard First Aid training.

Job Skills and Abilities:

- Ability to accurately type 50WP
- Demonstrated leadership and management skills.
- Practice time and resource management techniques.
- Demonstrate strong written and verbal communication skills.
- Knowledge of working in a unionized environment.
- Excellent Organizational skills.
- Excellent computer skills, including all MS Office programs, Adobe, Canva, and WordPress.

Key Duties and Responsibilities:

1. Oversees the day-to-day operation of Support Services by ensuring the necessary facilities and equipment are in place, program guidelines and policies are adhered to, and program standards and licensing requirements are met.
2. Welcome Clients and visitors, determine needs, and provide referral information.
3. Answer multi-line switchboard and transfer calls.
4. Provide word-processing, data input, and typing support to staff. Including draft, type, and distribute meeting minutes.
5. Sort and distribute mail, and operate a variety of office equipment such as computer, printer, photocopier, etc.
6. Manage incoming monies quickly, securely, and accurately. Create receipts and process credit card purchases.

7. Supervises clerical/admin staff by performing duties such as assignments tasks, providing feedback on performance, and conducting annual performance evaluations.
8. Schedules clerical/admin staff to ensure adequate staffing requirements are maintained at all CCS locations.
9. Schedules and chairs regular team meetings.
10. To provide leadership to ensure quality service delivery, client satisfaction and team morale.
11. To evaluate, develop and recommend office procedures in consultation with the Program Director.
12. To ensure meaningful client input to service development and evaluation.
13. To participate in the recruitment and selection of clerical/admin staff by performing duties such as screening applicants, participating on interview panels, and making hiring recommendations.
14. To schedule clerical/admin staff in accordance with program staffing requirements.
15. To orient, determine the need for, and provide training to clerical/admin staff and practicum students.
16. To monitor program expenditures and assist in drafting budgets.
17. To maintain records and statistics, and produce internal and external narrative and statistical reports as required.
18. To facilitate coordination and collaboration with other services areas of CCS.
19. Complete all mandatory learning requirements.
20. Performs other relevant duties as may be required.

General:

- Wage rate as per BCGEU Collective Agreement, Administrative Assistant 4 – Grid 12 - \$29.17 per hour plus health and dental 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 Operations Director.

To apply for this position, please go to our website at:

<https://www.comserv.bc.ca/careers/>

Internal Staff apply through your ADP Work Force Now Career Centre.

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.

Closing Date: May 14, 2026