

Administrative Assistant

Casual

Job Summary:

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

Qualifications:

Education, Training and Experience:

- Completion of secondary school, plus Certificate in secretarial training or office procedures.
- Minimum one (1) year experience.
- Completion of De-escalation training.
- Completion of Standard First Aid training.

Job Skills and Abilities:

- 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.
9. Operate a variety of office equipment such as computer, printer, photocopier, fax machine.
10. Maintain and update files and filing systems.
11. Performs other relevant duties as may be assigned.

General:

- Administrative Assistant – Grid 10 – \$25.95 plus 10.6% in lieu of benefits
- This position requires BCGEU membership.

- This position is open to all persons.
- This position requires successful completion a criminal record check.
- This position will report to the Lead Administrative Assistant

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

To apply for this position, please use the link on our website:
<https://www.comserv.bc.ca/careers/>

Closing Date: 12:00 Noon, September 2, 2025