

POSTING

ADMINISTRATIVE CO-ORDINATOR

Temporary Full Time (35 hours per week) - Until September 2020

Administrative Services

This position requires union membership.

Compensation is in accordance with Appendix A of the BCGEU Collective Agreement.
(Administrative Assistant 4: JJEP Wage Grid 12)

The Administrative Co-ordinator will be responsible for the delivery and co-ordination of all telephone and reception duties, and administrative and clerical duties pertaining to Administrative Services and the Society. This position reports to the Deputy Executive Director, People & Culture.

KEY DUTIES AND RESPONSIBILITIES

- Implements and oversees the day to day administration of the program.
- Co-ordinates a busy reception area and provides office support activities to program managers and staff.
- Supervises an on-call pool of administrative staff and provides training as required.
- Maintains a working knowledge of community social services, resource persons and a wide range of community issues and initiatives, and dispenses this information to callers and visitors.
- Greets callers and office visitors in a courteous manner and attends to their needs as appropriate. Assists clients and staff with inquiries and information. Receives and distributes donations to clients and programs.
- Co-ordinates various office support services including scheduling of regular inspections and maintenance, purchasing office supplies, maintaining inventory of supplies.
- Provide typing, filing, photocopying, opening & distribution of mail, and related office support for Administrative Services and the Society in a confidential manner. Operate a variety of office equipment such as computers, printers, copiers and fax machines.
- Receipt all incoming monies and to assist the Finance Office in the handling of funds including the disbursement of petty cash in accordance with Society's *Finance Policy*.
- Participate in assigned department/interdepartmental meetings.
- Drive the employee's personally owned vehicle for job-related purposes (no OCS client may be transported in the employee's vehicle).

**A complete list of duties is provided within the job description during the interview process.
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QUALIFICATIONS

Education, Training, and Experience:

- Business Office Training Diploma or the equivalent combination of education and experience.
- Three (3) years recent related experience or an equivalent combination of education, training and experience.
- Excellent MS Office and computer skills; typing speed of 50+ words per minute.
- Experience in handling reception duties and telephone calls.
- Superior customer service skills
- Responsible, self-motivated, detail oriented and ability to multi-task.
- Valid First Aid and CPR Certificate is an asset.

Job Skills and Abilities:

- Professional etiquette.
- Mid-Advanced MS Office skills
- Ability to operate switchboard and other office equipment.
- High degree of flexibility and initiative.
- Knowledge of community resources.
- Demonstrated effectiveness as part of a staff team.
- Demonstrated proficiency in written, oral and interpersonal communication skills.
- Demonstrated ability to develop program related reference and resource materials.
- Commitment to a problem solving approach.
- Ability to work independently, set priorities, manage multiple tasks and meet deadlines.
- Must be sensitive to and respectful of cultural and lifestyle diversity.
- Crisis Line experience an asset.

* An eligibility list will be maintained for up to 6 months.

CLOSING DATE:

**Resumes will be reviewed starting [July 29, 2019]
but the posting will remain open until filled and
will close without notice.**

PLEASE APPLY TO:

Sandra Morrison
Deputy Executive Director - People & Culture
Options Community Services Society

Email: Sandra.morrison@options.bc.ca

No phone calls please.

**Please include a cover letter clearly indicating the
posting number [#A21385] and outlining your
qualifications and related experience for the position.**