

We're Hiring!



**Posting:
A21921**

**Administrative Assistant
Casual**

People & Culture

Options Community Services Society

We are a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

We envision a healthy community as a safe and clean environment where we all have a sense of belonging. It is a place where each of us has the opportunity to work and learn, and to develop and realize goals that are meaningful and fulfilling.

This position requires union membership.

Compensation is in accordance with Appendix A of the BCGEU Collective Agreement.

(Position Classification: Administrative Assistant 4, JJEP Wage Grid 12)

Our Carole Wahl office is one of two head offices for Options Community Services. The space is utilized by some of our service providers as well as our administrative support teams. We receive visitors seeking information on our programs and services as well as those with appointments to see our specialists.

The Administrative Assistant reports to the Deputy Executive Director of People & Culture or their designate and provides key support role to the entire organization. They will be responsible for all telephone and reception duties and will serve as administrative and clerical support to the Administrative Services team and the Society. This is a casual position and the successful applicant must be available to work during our operating hours of 8:30 am to 4:30 pm, Monday to Friday.

HIGHLIGHTS OF KEY RESPONSIBILITIES

- Registers and records all cheques that are processed by the Society in accordance with Society's Finance Policy.
- Ensures that all guest and recreation areas such the entrances, lobby, washrooms, lunch rooms and meetings rooms are guest-ready, well-stocked and inviting.
- Welcomes visitors warmly and attends to their needs. Assists clients and staff with inquiries and information.
- Receipts 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.
- Coordinates Agency Health & Safety (H & S) documents, H & S Reporting and Minutes.

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.

NOTE: Applicants not selected for an interview will not necessarily be notified.

Posted: 21-Sep-29

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

- Excellent computer and word processing skills; typing speed of 50+ words per minute.
 - Experience in handling reception duties and multi-line phone systems.
 - Responsible, self-motivated, detail oriented and ability to multi task.
 - Experience with computers, including basic word processing and Excel.
- Valid First Aid and CPR Certificate is an asset.

Knowledge Skills and Abilities:

- Professional etiquette.
- 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.
- On occasion may be required to drive the employee's personally owned vehicle for job-related purposes (no OCS client may be transported in the employee's vehicle).

Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.

Applicants with lived experience are strongly encouraged to apply.

CLOSING DATE: Resumes will be reviewed starting **October 5, 2021** but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO: Recruitment
Options Community Services Society

Email: **Recruitment@options.bc.ca**

Please include a cover letter indicating the posting number **[#21921]** and detailed resume outlining your qualifications and related experience for the position.

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Posted: 21-Sep-29