

We're Hiring!



ADMINISTRATIVE ASSISTANT

Posting Requisition	<i>A22051</i>	Program	<i>Immigrant Services</i>
Job Type	<i>Temporary, Part-time until May 5, 2023</i>	Location	<i>Surrey, BC</i>
Hours of work	<i>21 hours per week</i>	Closing Date	<i>Open Until Filled</i>

Options Community Services is 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.

The Administrative Assistant is responsible for performing, coordinating and managing program administrative tasks. This position will work closely with Project team to ensure funding deliverables and outcomes are met; maintain up-to-date records and tracking data to report out on the program participants to both funder and Options Community Services.

ACCOUNTABILITIES

- Perform a variety of administrative duties, including maintaining records in a confidential manner.
- Assist program team to promote program and recruit program participants.
- Assist program team with administrative tasks and tracking program expenditures.
- Order/purchase and maintain supplies. Keep inventory for office supplies, food vouchers, bus tickets and other program supplies/resources.
- Complete statistical reports, including dispensing and tracking of financial support for participants.
- Maintain all required forms/assist participants to complete required forms.
- Assist with program promotion and organizing of program activities.
- Adhere to Policies and Standards as established in OCS Policy and Program Manuals, OCS Health & Safety Guidelines, OCS Job Description(s), written Memos/Directives, funder expectations and COA standards
- Perform other duties as assigned.

QUALIFICATIONS

Education, Training, and Experience:

- Minimum one (1) year experience in an Administrative/Intake Worker or similar role.
- Diploma/Post-secondary administrative certificate is considered an asset. A combination of education and experience will be considered.
- Advanced computer skills in MS Office.

Skills and Abilities:

- Experience working with multilingual/ multicultural job seekers.
- Strong ethics around confidentiality
- Flexible and committed to contributing to a team - 'can do', 'will do' attitude
- Competent in relating to very diverse clientele; patient and calm when handling challenging situations.
- Must be sensitive to, and respectful of, cultural and lifestyle diversity.

We are an equal opportunity employer committed to hiring a diverse workforce

Posted: 22-April-26

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- Exceptional communication and listening skills to ensure clients feel respected, heard and supported.
- Ability to organize and carry out duties with independence and professionalism.
- Organized and comfortable working in a multi-tasking, fast-paced environment.
- Second language is an asset.

SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants may be required to provide proof of Covid -19 vaccination.

**An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position.*

PLEASE APPLY TO: Jenny Lam, Senior Manager, Immigrant Services
Options Community Services Society
Email: jenny.lam@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #22051] and outlining your qualifications and related experience for the position.