

We're Hiring!



ADMINISTRATIVE ASSISTANT (Grid Level 10)

Posting Requisition	22152	Program	Administrative Services
Job Type	Regular, Full-time	Location	Surrey, BC
Hours of work	35 hours per week	Closing Date	October 1, 2022

This position requires union membership. Compensation is in accordance with Appendix A of the BCGEU Collective Agreement (Administrative Assistant 3- Grid 10, JJEP Wage Grid - \$21.63-\$25.19 per hour)

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 Core Services Administrative Assistant will be responsible for the delivery and co-ordination of all telephone and reception duties, and administrative and clerical duties pertaining to Community Services and the Society.

ACCOUNTABILITIES

- 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.
- 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.
- Helps maintain building security by issuing, checking and collecting security badges. Screens visitors as required and maintains a visitor log. Issues and tracks building keys and master keys.
- Provides typing, filing, photocopying, and related office support for Core Services and the Society in a confidential manner. Operates a variety of office equipment such as computers, printers, copiers and fax machines. Ensures copiers and other shared equipment are business-ready daily. Orders toners and contacts repair persons as required.
- Co-ordinates various office support services including scheduling of regular inspections and maintenance, purchasing office supplies, maintaining inventory of supplies including OCS apparel and SWAG.
- Coordinates Agency Health & Safety (H & S) documents, H & S Reporting and Minutes.
- As time permits, provides additional office support to program managers and staff.
- Assists with updating all manuals, directories, employee packages and organizing special events. Forwards Housing Lists.
- Opens and distributes the mail as directed by the Executive Director or designate. Processes outgoing mail.
- Updates and distributes Carol Wahl and Leadership Team phone lists.
- Receives and distributes donations to clients and programs.
- 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.
- Registers and records all cheques that are processed by the Society in accordance with Society's Finance Policy.
- Participates in assigned department/interdepartmental meetings.
- Adheres to the policies and standards as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- Perform other duties as assigned.

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

Posted: 22-Sep-16

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QUALIFICATIONS

Education, Training, and Experience:

- Grade twelve (12), plus completion of a program of up to one (1) year in business or office administration training.
- Three (3) years recent related experience or an equivalent combination of education, training and experience.
- Excellent computer and word processing skills; typing speed of 50+ words per minute.
- Experience in handling reception duties and multi-line phone systems.
- Experience with computers, including basic word processing and Excel.
- Valid First Aid and CPR Certificate is an asset.

Skills and Abilities:

- Professional etiquette.
- Ability to operate switchboard and other office equipment.
- High degree of flexibility and initiative.
- Responsible, self-motivated, detail oriented and ability to multi task.
- 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).

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. This position is open to all qualified applicants. Applications will be reviewed starting September 30, 2022 but the posting will remain open until filled.*

PLEASE APPLY TO: Dee Sharma, Deputy Executive Director

Options Community Services Society

Email: recruitment@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #22152] and outlining your qualifications and related experience for the position.