

**We're Hiring!**



## **ADMINISTRATIVE ASSISTANT**

<b>Posting Requisition</b>	22392	<b>Program</b>	<i>Women Empowerment &amp; Employment Readiness (WEER)</i>
<b>Job Type</b>	<i>Regular, Part-Time</i>	<b>Location</b>	<i>Surrey, BC</i>
<b>Hours of work</b>	<i>20 hours per week</i>	<b>Closing Date</b>	<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 overseeing administrative duties including data collection (client management system) and management of financial support to project participants. Assist Project Manager to manage contract agreement.

### **ACCOUNTABILITIES**

- Work collaboratively with Project Manager and Employment Coach to ensure that project services are up-to-date, innovative and meet the needs of the clients and project outcomes/targets, including monitoring of data quality, data integrity and performance outcomes as per funder expectations.
- Assist Project Manager to ensure that accurate project and client records are maintained and that confidentiality is a priority. Ensures that all pertinent requirements and documentation is complete.
- Perform administrative tasks such as keeping up-to-date client files, billing for services and tracking financial supports as required.
- Order/purchase and maintain supplies. Keep inventory for office supplies, bus tickets and other supplies for clients.
- Complete statistical reports, including dispensing and tracking transportation, job starts and other financial supports as required.
- Assist Project Manager to answer questions and provide accurate information regarding the program; maintain all required forms/assisting clients to complete initial intake forms.
- Attend meetings as required and work as a member of the Project team.
- Assist with marketing the Program.
- Follows written and verbal directives from the immediate supervisor, Senior Manager, Deputy Executive Director or designate.
- Perform other duties as assigned.

### **QUALIFICATIONS**

#### **Education, Training, and Experience:**

- Completion of high school preferably with post-secondary administrative certificate/diploma.
- A minimum of one (1) year experience in an Administrative/Intake Worker or similar role.
- Good working knowledge of employment services and well-rounded knowledge of social services and resources in the community.
- Strong understanding and experience in working with vulnerable populations, for example, with immigrant and refugee and visibility minority women.
- Valid BC driver's license and access to a reliable vehicle.

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

Posted: 23-Sep-29

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- Must be able to work flexible hours including some evenings and weekends.

**Skills and Abilities:**

- Strong administrative, organizational and bookkeeping skills
- Strong written, oral and presentation communications skills in English; additional language an asset
- Strong level of computer proficiency; including Microsoft Word, MS PowerPoint, internet/email, scanning skills, various virtual conference platforms
- Ability to identify sensitive issues and maintain confidentiality.
- Competent in relating to very diverse clientele; patient and calm when handling challenging situations.
- Ability to organize and carry out duties with independence and professionalism.
- Organized and comfortable working in a multi-tasking, fast-paced environment.

**SPECIAL REQUIREMENTS**

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants with lived experience are strongly encouraged to apply.

*\*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.*

**PLEASE APPLY TO:** Becky Ip, Program Coordinator  
Options Community Services Society  
Email: [becky.ip@options.bc.ca](mailto:becky.ip@options.bc.ca)

**No phone calls please**

**Please include a cover letter clearly indicating the posting number [posting #22392] and outlining your qualifications and related experience for the position.**