



# Administrative Assistant

Permanent part-time 20 hours per week

Monday to Friday 12:30 to 4:30 pm

## Position Summary:

Provide a variety of administrative, secretarial, and receptionist duties.

## Qualifications:

### *Education, Training and Experience:*

- Completion of secondary school plus completion of related post-secondary program in secretarial training or office procedures
- Minimum 1 year recent experience

### *Job Skills & Abilities:*

- Ability to type at least 50 words per minute with high degree of accuracy
- Advanced level of proficiency with all MS Office applications including Publisher
- Ability to communicate effectively orally and in writing
- Demonstrated outstanding customer service skills
- Ability to deal with others with courtesy and tact, both in person and on the phone
- Ability to organize work and carry out the duties of the position with independence
- Knowledge of community and available resources

## Duties & Responsibilities:

- Welcome clients and other visitors, determine their needs and refer them to appropriate resources.
- Answer multi-line switchboard and transfer calls as needed.
- Provide word processing, data input and typing support to staff.
- Draft, type and distribute minutes of meetings.
- Perform other support duties related to program areas such as providing information to clients or visitors, assisting with intake and client tracking.
- Compile data and produce reports and statistics as required.
- Schedule client appointments for various programs.
- Sort and distribute incoming mail and process outgoing mail. Operate a variety of office equipment such as computer, printer, photocopier, fax machine.
- Maintain and update files and filing systems.
- Perform other related duties as may be assigned.

## General:

- Wage rate as per BCGEU collective agreement, Administrative Assistant classification \$16.81 per hour
- This position requires Union membership.
- This position is open to all persons.
- This position requires successful completion of a criminal record check.
- This position reports to the Operations Director.

**Please mention the name of the job position you are applying for in your cover letter.  
NO phone calls. Only short listed applicants will be contacted.**

## Please submit your cover letter and resume to:

Matthew Lutz, Human Resources Coordinator  
Chilliwack Community Services  
45938 Wellington Avenue, Chilliwack, BC V2P 2C7  
Fax: 604.792.6575 Email: [careers@comserv.bc.ca](mailto:careers@comserv.bc.ca)

**Closing Date:** 12:00 Noon, October 26, 2016