



Administrative Assistant

Casual / On-call for vacation & sick time relief

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
- 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 2 at \$17.47 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:

Matt Lutz, Human Resources Coordinator
Chilliwack Community Services
45938 Wellington Avenue, Chilliwack, BC V2P 2C7
Fax: 604.792.6575 Email: careers@comserv.bc.ca

Closing Date: 12:00 Noon, November 27, 2017