



# Administrative Assistant

**Full-Time. Permanent position.**

**Position posted on:** May 04, 2023

**Preferred Start date:** May 12, 2023 or ASAP

**Location:** Squamish office

**Schedule:** 35 hrs/week, Monday-Friday, 8:30am-4:30pm

**Compensation:** \$23.47/hour

The Administrative Assistant works at the front desk of the Squamish office. They provide a variety of secretarial, reception, and clerical assistance to the organization. The Admin Assistant prepares correspondence and reports, maintains financial records, updates databases, arranges meetings and schedules appointments, prepares meeting agendas and takes meeting minutes, and organizes files and related filing systems. The Administrative Assistant also greets visitors to the building and manages in-person and telephone communication.

## **Qualifications:**

1. Grade 12, plus related post secondary courses in secretarial training or office procedures
2. One (1) year recent related experience.
3. Or an equivalent combination of education, training and experience.

## **Job Skills and Abilities:**

1. Comprehensive and demonstrated working knowledge of computer hardware (including scanners) and software applications including but not limited to, Microsoft Office (Publisher, Word, Excel, Power Point) and a working knowledge of database applications.
2. Demonstrated skills in accounting procedures, secretarial and clerical duties and good organizational skills.
3. Excellent communication skills, both written and verbal.
4. Excellent inter-personal skills.
5. Ability to work cooperatively with a variety of staff, volunteers, professionals and other members of the community.
6. Ability to prioritize assignments, multi-task and to meet deadlines in an extremely busy office environment with constant interruptions.

## **Requirements for employment:**

1. Criminal record review
2. Signed confidentiality form
3. Approved reference check
4. Immunization record
5. Proof of full Covid-19 vaccination is required

**Health Benefits:** After the 3-month probationary period, we offer an extended health program through Group Health. The plan covers dental, vision, prescription medication, select alternative therapies, life insurance, and long-term disability. We also have an Employee and Family Assistance program. The premiums of the plan are 100% employer-paid.

**Vacation & Leave:** Employees accumulate 6% vacation pay on all hours worked in the first and second year of employment. After the first two years of employment, they earn one additional day of vacation per year of service, to a maximum of 35 workdays. This is equivalent to 3 weeks' paid vacation in the first year.

**Union:** Please note that this is a unionized role. BCGEU – British Columbia General Employees' Union

**Other Perks:** Casual dress, paid sick days, and more.

**Compensation:** As per the BCGEU Collective Agreement, **the wage is \$23.47 per hour.**

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