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## Administrative Assistant - Casual

**Location:** Pemberton

**Nature of position:** Casual

**Work Hours:** Casual on-call position, office hours are M-F, 9:00-4:30

**Position posted on:** August 17, 2023

**Start date:** As soon as possible

**Compensation:** \$23.47/hr

### ABOUT SSCS:

Founded in 1978, Sea to Sky Community Services (SSCS) is one of BC's most respected and established community service organizations. We operate within a large geographic area - from Pemberton to Britannia Beach - supporting individuals and families living in the Sea to Sky Corridor. We offer 41 programs and services, including early childhood development, childcare, affordable housing, outreach, counselling, family support, seniors and youth services, community living services and respite. We provide a range of services that support our communities and residents through all ages and stages of their lives. Last year, SSCS served 6500 individuals and families in our region.

**The Administrative Assistant** provides a variety of secretarial, reception and clerical assistance in an office; prepares correspondence, reports, and other documents; maintains a variety of financial and other records, files and related filing systems.

### 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.

**Responsibilities:**

1. Provides word processing, data input and typing support such as correspondence, meeting minutes, forms, client information, updates databases and sends reports as required; drafts routine correspondence such as thank you letters, client appointment letters and internal memoranda.
2. Prepares updates and prints program brochures using a software package. Ensures supplies of up-to-date handouts and resource materials are available.
3. Arranges meetings, schedules appointments and makes travel arrangements; books rooms for meetings. Prepares agendas and takes minutes at meetings as required.
4. Answers telephone and in-person inquiries; routes to appropriate staff members if required. Sorts and distributes incoming mail and processes outgoing mail; operates and troubleshoots a variety of office equipment such as computers, printers, copiers, facsimile equipment.
5. Assists in training staff on use of voice mail and e-mail systems and the agency computer network.
6. Assists the Finance Department in doing various accounting functions such as recording incoming money, issuing receipts, and bank deposits.
7. Performs other support duties related to program areas such as providing information to clients or visitors, assisting with intake /registration and client tracking and checking program requirement documentation for accuracy and completeness as required; compiles data and produces reports and statistics as required
8. Assists in maintaining and updating the organization's files and filing systems.
9. Orders office and janitorial supplies; negotiates purchase price as required.
10. Performs other related duties as required.

**Requirements:**

1. Criminal Record Search.
2. Signed Confidentiality form.
3. Approved reference check.
4. Proof of full vaccination against Covid-19.

**Benefits and Perks:** Casual dress, staff events, on-site parking, paid sick days, Employee and Family Assistance Plan, and more.

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

**Apply today:** [jobs@sscs.ca](mailto:jobs@sscs.ca)