



## Office Assistant

**Location:** Pemberton, BC

**Position posted on:** January, 15, 2024

**Start date:** ASAP

**Hours of Work:** 14 hrs/week, Tues & Wed 9am-4:30pm

**Compensation:** \$25.05/hour

**Nature of position:** Temporary Part-Time

**End Date:** Sept. 6, 2024 or until return of incumbent

**The Office Assistant** provides a variety of administrative, secretarial, reception, and clerical assistance to the organization via the Pemberton office. The Office Assistant may prepare correspondence and reports, maintain financial records, update databases, arrange meetings and schedule appointments, prepare meeting agendas and take meeting minutes, and organize files and related filing systems. They also greet visitors to the building and manages in-person and telephone communication.

### Qualifications:

1. Grade 12 graduation
2. At least 3 years general office 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, Access, Power Point) and a working knowledge of database applications (e.g. MS Access) and computer accounting systems.
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.

### Responsibilities:

- A. Financial Administration. These functions may include:
  1. Coding bills for accounts payable and processing cheque runs as required
  2. Posting to general and payable ledgers
  3. Writing up and making bank deposits
  4. Assisting in the processing of accounts payable and receivable
  5. Typing of budgets, proposals and reports
  6. Recording of incoming monies and issuing of receipts
- B. Secretarial. These functions may include:
  1. typing reports, letters, budgets and proposals as assigned.
  2. taking of minutes and the typing and distribution of same.

3. provide secretarial support for all programs including typing of reports, letters, forms, budgets and proposals; design and produce brochures, letterhead, business cards, newsletters and forms as needed by program staff.
4. Design, produce and implement spreadsheets and databases as required

C. Reception:

1. Maintain computerized voice mail system by adding, deleting, and upgrading voice mailboxes and messages.
2. Answer the telephone and appropriately direct calls or take messages.
3. Direct visitors to the appropriate area upon arrival in the office.
4. Make appointments and book meeting rooms.
5. Take registrations for courses / programs ensuring that clients fill out appropriate forms.
6. Respond to enquiries and provide readily available information regarding services available in the area, both internal and external.

D. Clerical:

1. Maintain office supplies
2. Perform basic troubleshooting for office equipment (e.g. photocopier, laminating machine, postage machine) and arrange for servicing of office equipment as required.
3. Set up new computer hardware and install software as needed.
4. Filing
5. Process incoming and outgoing mail
6. Photocopying

E. Community:

1. Maintain a level of professional conduct and positive relations with the community funders, politicians, professionals and citizens.
2. Other related duties as required.

F. Pemberton Office Only:

1. Maintain petty cash, including reconciliation
2. Distribute vouchers for the Food Bank and HPOP programs and maintain records 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:**

**Healthcare:** We offer an extended health program through Group Health that covers MSP premiums, 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% paid by the employer.

**Vacation & Leave:** Employees accumulate 6% vacation pay on all hours worked in the first and second year of employment. This equals 15 days of holidays (3 weeks/year). After the first two years of employment, they earn one additional day of vacation per year of service, to a maximum of 35 workdays.

**Retirement Pension:** When eligible, a full-time employee will be enrolled in the Municipal Pension Plan with a matching contribution by SSCS.

**Other Perks:** Casual dress, staff events, on-site parking, paid sick days, and more.

**Compensation:** As per the BCGEU Collective Agreement, the wage is \$25.05 per hour.

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