



Corporate Administrative Assistant

Location: Squamish, BC

Position posted on: August 05, 2022

Start date: September 06, 2022

Hours of Work: 35 hrs/week, M-F, 8:30-4:30

Compensation: \$21.63/hr

Closing Date: Open until filled

End date: January 12, 2024

or until return of incumbent

The Corporate Administrative Assistant Provides a variety of administrative and clerical assistance in an office; prepares correspondence, reports, and other documents; maintains a variety of strategic, operational, and financial records, files, and related support systems.

Qualifications:

1. Grade 12 plus completion of a program of up to one (1) year in business or office administration, or procurement
2. Three (3) years recent related experience; clerical or executive administration; customer service
3. Or an equivalent combination of education, training, and experience.

Job Skills and Abilities:

1. Strong attention to detail
2. Excellent verbal and written communication skills
3. Excellent interpersonal skills and customer service skills including the ability to work effectively in a team environment
4. Strong organizational and problem-solving skills
5. High computer proficiency in MS Office (Word, Excel, Outlook) and database applications

Responsibilities:

1. Provides administrative support to the various senior directors (Executive Director, Finance, Human Resources, Fund Development and Service Delivery) including preparation of correspondence, collection and entering of data into the applicable software programs.
2. Collects, researches, organizes, and summarizes data from a variety of sources and compiles reports such as program status or board reports; performs analysis of reported information; keeps senior directors informed of problem areas or emerging trends and briefs them on any issues, concerns, matters or meetings.
3. Maintains client, program and funding contract information including record keeping and information retrieval systems required for the efficient maintenance of records and documents required by senior directors.

4. Produces ad hoc reports from databases as required by senior directors by identifying and organizing the required information, compiling data, designing format and producing reports.
5. Provides administrative support and coordination to the various internal committees and meetings, including scheduling and coordinating meetings' locations; preparing and distributing agendas and minutes within required timeframe, making travel arrangements, and maintaining calendar of meetings, as required.
6. Assists in ensuring that approved office policies, practises, and procedures, are understood and followed.
7. Maintains and updates organizational policy manuals and tracking tools, including procedures and systems necessary to ensure compliance with CARF accreditation.
8. Maintains organizational quality assurance training and development tracking tools and collaborates with senior directors and supervisors on staff training needs.
9. Deals with confidential information and prepares correspondence such as letters, reports,
10. Performs other related duties as required.

Requirements:

1. Criminal Record Review.
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, flexible hours, paid sick days, and more.

Compensation: As per the BCGEU Collective Agreement, the wage is **\$21.63 per hour**.

Apply today at: jobs@sscs.ca