



**Internal/External Employment Posting for Connections Community Services
Posting# RA071219 Posted: 7-12-2019 closing date: 8-03-2019**

We are seeking an outgoing, dynamic and organized person to provide key administration and reception support for our agency. This is a 30 hour a week position and provides a variety of secretarial, clerical and receptionist duties that includes assisting staff with reports, greeting visitors to the agency and maintaining a variety of program materials, files and documents. The successful applicant will have well developed administrative skills, be organized, outgoing, proven communication skills, a team player and have proven administration and computer skills. A second language is an asset in this position. Only applications selected for interviews will be contacted. Please refer to the details below and submit your resume and cover letter describing how you will be able to exceed the expectations for this position.

Submit your letter of interest to hiring committee referencing RA071219 in your application by email at employment@ccssociety.ca Applicants MUST reference RA071219 in your cover letter, and subject line of email to be considered.

Job Description – Under Review

Position Title:	Administrative Assistant/Receptionist
Program:	CCSS
Department:	Administration
Status:	Bargaining Unit
Wage:	Grid 7 \$18.21 – \$21.24/hr
Headquarters:	100-7900 Alderbridge Way Richmond
Date Last Revised:	April 1, 2019

Qualifications:

Grade 12 education plus training in modern office systems including computer hardware and software (the Microsoft Office suite), fax machines, calculators and photocopiers. Typing speed of 40 to 50 wpm.

General Skills and Abilities

The administrative assistant must possess the following:

- ability to operate a personal computer and software utilized by the agency;
- ability to communicate effectively orally and in writing with program staff, clients and the general public;
- ability to organize, prioritize and carry out the duties of the position with independence; and
- ability to operate standard office equipment such as telephone systems, fax machines, photocopiers, et cetera.
- Ability to support accounting, expense and client/staff expense vouchers and data entry

NOTE: Statements included in these guidelines are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive.

Summary Statement

Provides a variety of secretarial, clerical and receptionist duties; prepares correspondence, assists staff with producing documents and reports; assists with incoming communications, maintains schedules and appointments, assists staff to access required forms and templates, maintains a variety of program related financial and other records, files documents and reports using related filing systems.



Domains

A. Reception and Secretarial

- Acts as a receptionist for the agency: answers phone and/or in person inquiries and routes to appropriate staff members or program contacts.
- Sorts and distributes incoming mail, communication and documents and prepares outgoing mail and deliveries.
- Operates a variety of office equipment i.e. computer, fax, photocopier and provides required reports and support to staff in their operation.
- Maintains various schedules and staff contact lists, partner lists and conducts data entry as required
- Supports the accounting and administration activities of the agency including client supports, staff expense submissions and filing/data entry for the accounting department.
- Determines office supply needs and with approval of a manager places orders for supplies and receives and organizes supplies.
- Performs other support duties related to program area i.e. provides information to clients or visitors, assists with intake process, checks program requirement documentation for accuracy and completeness and maintains resources and information available in reception area.

B. Agency and Program Support

- In consultation with the Manager, orients administrative volunteers in the use of the telephone system, photocopiers and fax machines as well as answering and routing phone and in-person inquiries.
- Takes, types and distributes minutes for all staff meetings and other committee meetings as required
- Assists in the development of supporting documentation and templates for programs, and agency policies and procedures.
- Provides support to the Management team with administrative requirements, bookings and assigned tasks.
- Maintains sign in and log books for janitorial staff, volunteers and clients.

C. Administrative/Miscellaneous

- attends staff meetings
- seeks supervision from her/his supervisor on a regular basis.
- performs other related duties as requested.

Additional Information

An office job with some exposure to demanding telephone callers or in person visitors. This is a position that requires multi-tasking, solid communication skills both verbal and written.