



inclusion
powell river

Job Posting #21-001

Administrative Assistant Jean Pike Centre

We are currently hiring for an Administrative Assistant

Program:	Administration – JPC (Better at Home, Homeshare & Community Inclusion)
Job Status:	Full Time
Pay Rate	\$20.00 per hour
Hours of work	<ul style="list-style-type: none">• 8:30am – 4:30pm Monday - Friday
Closing date:	<ul style="list-style-type: none">• January 14, 2021
Additional Details:	<ul style="list-style-type: none">• This position is open to female, male and non-binary applicants• This position is EXCLUDED

Inclusion Powell River is a CARF accredited non-profit community agency offering programs and services to adults and children on the Northern Sunshine Coast. We are currently seeking an Administrative Assistant for the Better at Home and Community Inclusion Programs.

Nature of Position

The Administrative Assistant provides a variety of administrative supports to inclusion Powell River Society as assigned by the Program Manager(s). She/he assumes receptionist duties and represents the society positively and professionally to community members. She/he may assist with coordinating annual events in the division and ensure plans fit within resources. She/he generates reports from a variety of information sources and databases and submits to INCLUSION POWELL RIVER. She/he is a dedicated and knowledgeable member of an organization wide team. The Administrative Assistant manages multiple priorities flexibly and efficiently and thereby contributes to the smooth functioning of the Administration office and the organization. The Administrative Assistant is familiar with and participates in ensuring that the strategic goals of the agency are met.

Required Abilities

- Demonstrated ability to use e-mail, and a range of software applications proficiently and independently.
- Demonstrated ability to type 70 words per minute.
- Ability to work under pressure and meet deadlines.
- Ability to organize work and carry out the duties of the position with independence.
- Ability to operate telephone office messaging and other office equipment.
- Superior oral, interpersonal and written communication skills.
- Demonstrated pleasant and positive demeanour.
- Ability to participate as a member of a team.
- Ability to provide support to staff in project development.
- Ability to organize, implement and complete project work and assist in presentations.
- Ability to compose brief memos and letters.
- Excellent editing skills, including accurate grammar and spelling editing.
- Ability to prioritize and balance multiple deadlines.
- Ability to adapt to multiple office sites.
- Ability to take dictation and meeting minutes.

Key Duties

Under the supervision of the Program Manager(s), some of the Administrative Assistant responsibilities include:

- Acts as a receptionist; ensuring a positive welcome and responsiveness as the first contact for individuals arriving at the Program Office. Handles all general inquiries by phone, email or in-person and routes to the appropriate program or staff person. Redirects other queries to the INCLUSION POWELL RIVER Administration Office or to other community resources as appropriate.
- Sorts and distributes incoming mail including mail received by facsimile.
- E-mail to the organization. Prepares outgoing mail.
- Maintains mailing lists, phone lists, databases and other related material.
- Takes the lead in ensuring relevant information is posted and available for staff, INCLUSION POWELL RIVER membership and the general public using the web-based systems in place (Sharevision Announcements, What's New and Interesting on the Public Website, Events Calendar on the public website, Facebook Page, Twitter) and hard copy information is circulated as required. Routinely checks and ensures the INCLUSION POWELL RIVER public website remains up to date at all times.
- Provides word processing support with regard to correspondence, reports, agendas, and minute taking for various committees and forms as requested.
- Orders office supplies and program equipment within the budget.
- Coordinates facility and room bookings on Sharevision for meetings and events.
- Provides back up support for Sharevision functions, access etc. when HR Assistant and Adult Services Administrative Assistant are absent.
- Organizes agency functions, events, training and meetings as required. Tracks attendance, books catering, entertainment, equipment, facilitators.
- Uses a full range of computer software applications to design and work with spreadsheets, database and other data management systems to enter data, generate reports and track a range of information so that it can be retrieved in various formats.

- Produces routine and ad hoc reports from data bases as required by the Program
- Manager by identifying and organizing the required information, compiling data, designing format and printing reports. Cross references information to ensure own accuracy.

Qualifications

Completion of grade 12 and a recognized one (1) year administrative assistant training is required along with one (1) year related office management and/or secretarial experience. Education and experience will include comprehensive training in microcomputer data management related to all aspects of office operations, general office duties, filing and administrative procedures, data and resource organization, document \ report preparation and layout, word processing, spreadsheet, data base and other software applications.

Requirements for ongoing employment

- Criminal Record Check renewed every 5 years
- TB Test
- Use of a safe, well-maintained personal vehicle is required
- Annual Driver's Abstract

How to Apply

If you wish to be considered for this position, you may apply via our [online application](#), or by emailing a completed application form and resume to apply@inclusionpr.ca. **You must quote the posting title and # 21-001 in the subject line.** Applications will only be accepted in the methods above. Applications submitted to any other address will not be considered.

We thank all candidates for their interest in this position, but only those invited to an interview will be contacted.