

## Job Posting

☐ Internal

☒ External/Internal

**Job Title:**

**Casual Administrative Assistant**

**Posting No:**

**JH 374**

**Job Location:** Courtenay

**Note:** This is a casual, on-call position.

**Duties and Qualifications:** See job description at the end of this document.

**Salary Rate:** \$25.05 (Step 1) - \$28.75 (Step 4), JJEP Grid 10, Step 1\*

**Schedule:** Monday - Friday

**Hours per week:** Casual, On-Call

**Closing date:** May 9, 2023, at 4:30 pm. If the position is not filled by this date, it will remain open until filled.

**Apply to (cover letter, resume, and 3 references):**

Alisha McLain

**Email:**

employment@jhsni.bc.ca

**Fax:**

250-286-3650

**Mail:**

140 10<sup>th</sup> Avenue, Campbell River BC V9W 4E3

This position is open to applicants of all genders.

This position requires proof of COVID-19 vaccination.

This position requires union membership and the completion of two criminal record checks.

The John Howard Society of North Island is an employment equity employer.

\*All JJEP/Paraprofessional positions are subject to wage grid levels. Positions begin at Step 1 and are increased to Steps 2 through 4 based on number of hours worked.

## *Job Description*

<i>Job Title:</i>	Administrative Assistant
<i>Work Site:</i>	Campbell River, Courtenay
<i>JJEP Benchmark:</i>	Administrative Assistant 3
<i>Grid Level:</i>	10 JJEP Grid
<i>Reports To:</i>	Director of Finance or Worksite Program Manager
<i>Prepared Date:</i>	July 11, 2007
<i>Approved By:</i>	Executive Director
<i>Approved Date:</i>	July 11, 2007
<i>Revised &amp; Approved by Executive Director:</i>	March 29, 2023
<i>Reviewed:</i>	March 29, 2023

### Summary

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Provides a variety of administrative 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.

### Key Duties and Responsibilities:

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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other related duties may be assigned.

- Tracks office or program expenditures by recording expenses and alerting the supervisor to budget overruns and unusual expenses. Maintains a variety of financial records such as petty cash fund, purchase orders, and cheque requisitions. Ensures that accounting policies are followed and that documents are transferred to the accounting department as required.
- Collects, researches, organizes, and summarizes data from a variety of sources and produces reports; performs analysis of reported information; keeps supervisor informed of problem areas or emerging trends and briefs them on any issues, concerns, matters, and meetings.
- Maintains client and program information using spreadsheet and/or database software. Maintains and updates confidential files and filing systems.
- Produces ad hoc reports from databases as required by the supervisor by identifying and organizing the required information, compiling data, designing format, and printing reports.
- Responds to outside inquiries about services offered by the organization, as well as other community resources.

- Communicates with other community service agencies and/or ministries regarding client enrolment in and attendance at programs.
- Orients, monitors, and provides work direction to volunteers and/or practicum students.
- Provides word processing, data input, and typing support with regard to confidential materials such as correspondence, meeting minutes, forms, and client information; drafts routine correspondence such as thank you letters, client appointment letters, and internal memoranda.
- Assists in coordinating and completion of projects.
- Organizes and prioritizes work and independently carry out the duties of the position.
- Works constructively and co-operatively in an office setting both independently and as a team member.
- Arranges meetings, schedules appointments, and makes travel arrangements; books rooms for meetings. Prepares agendas and takes minutes at meetings as required.
- Maintains an attractive and welcoming environment in the waiting and reception areas.
- Screens and prioritizes incoming correspondence and other materials for staff members.
- In consultation with IT, manages, maintains, and troubleshoots office technology and equipment, including complex telephone systems, fax machines, printers, computer networks, email, Internet, and software such as Microsoft Office.
- Performs other related duties as required.

## Qualifications

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The requirements listed below are representative of the knowledge, skills, and/or ability required.

### Education and/or Experience

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

### Other Skills & Abilities

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Administrative Assistant must:

- Demonstrate a level of cultural sensitivity and understanding of the client population's cultural and socio-economic characteristics.
- Have a positive conviction about the capacity of people to grow and change.
- Have the ability to work respectfully in partnership with other team members.

- Have the ability to deal effectively, either in person or over the phone, with individuals who are sometimes agitated, angry, and/or threatening; Interacting with vulnerable people in a helping role.
- Have excellent listening, communication, and interpersonal skills.
- Have the ability to communicate effectively in writing; strong language and grammatical skills.

## Other Job Requirements

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- Two completed, acceptable criminal record checks, one from the Criminal Records Review and one from the RCMP.
- The Administrative Assistant will follow the Code of Ethics and the Mission Statement of The John Howard Society of North Island.
- At times the Administrative Assistant may be required to type confidential, sensitive, graphic information. They may be required to deal with emotionally charged people either in the office space or on the telephone.

## Diversity

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The John Howard Society of North Island welcomes applications from all qualified applicants including but not limited by those of any sex, race, orientation, or disability. Multilingual skills and multicultural competence are assets.