

JOB DESCRIPTION

Title: Administrative Assistant

Hours of Work: Monday to Friday, 8:30am to 4:30pm, 37.5 hours per week

Probationary period: 3 Months

Society Profile: Seniors Services Society is a non-profit agency located in New Westminister, B.C. which provides support services for seniors in New Westminister to live independently, as well as housing information across BC and outreach services for seniors in the Lower Mainland.

Purpose: Within the vision and mission statements of the Seniors Services Society, the Administrative Assistant reporting to the Operations Manager, will welcome all clients and visitors and generally ensure that there is strong communication between staff, volunteers, and visitors. Additionally, the Administrative Assistant will be assisting with payroll and other accounting and administrative duties.

Key Work Objectives:

Reception

- Operate a multi-line switchboard
- Triage all incoming calls and messages to appropriate department and/or staff member
- Provide brief information about SSS programs (calls, drop-ins and emails) and refer & connect callers/visitors to services in their community where appropriate
- Receive clients and visitors to the agency and assist them when needed
- Crisis prevention/support and de-escalation experience needed
- Process money received and provide receipts
- Process/distribute incoming and outgoing mails daily
- Keep track of staff whereabouts using Outlook Calendar and cancel/modify appointments for staff members who called in sick
- Manage Boardroom and Client Room Bookings
- Book housing appointments for the Seniors Housing Navigators
- Maintain appropriate statistical data for reception logs and social media
- Restock and organize materials in the Office Resource Libraries
- Provide training for all staff on basic reception duties

Accounting/Administration

- Bookkeeping
- Payroll
- A/R and A/P
- Experience with SAGE
- Provide administrative support when requested as assigned by manager
- Other duties as assigned by the manager

OTHER KNOWLEDGE, SKILLS AND ABILITIES:

The successful applicant will be a self-driven and motivated individual who can work under minimum supervision. Bookkeeping experience and must be able to build positive relationships with co-workers, volunteers, clients, housing providers, and community stakeholders. Thorough knowledge of government and community resources and programs for seniors and those defined as, 'hard to house' a definite asset. The applicant will be a creative problem solver who can work under stress and remain calm under tight timelines. The applicant will be a highly organized individual who is detail oriented.

Bookkeeping/Accounting and payroll experiences are a great asset for this position.

Salary range is \$44,850-48,750/year. A competitive benefits package is included after the three-month employment. This is a full-time regular position: 37.5 hours per week, Monday to Friday, 8:30 am to 4:30 pm.

Please submit your resume and cover letter via fax or e-mail only, NO PHONE CALLS PLEASE. Only qualified candidates will be contacted.

Contact:

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Operations Manager

Seniors Services Society

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