

EXTERNAL

Position:	Admin Assistant 2	Type	:	Part-time (Temp)
Program:	Third Party Administration	Posting #	:	2310-AA-201121
Location:	Delta	Hourly Wage	:	\$19.21
Schedule:	Weekdays (25 hrs/wk)	Closing Date	:	Open Until Filled

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness and crime.

Located in offices throughout the Lower Mainland and Victoria, the Third Party Administration Program case workers assist individuals who are in receipt of social assistance to receive the statutory and regulatory entitlements to which they are entitled. Clients are not able to access service through regular ministry offices due to their behaviours and high support needs. TPA case workers act as a bridge between Ministry of Social Development and Poverty Reduction staff and clients, and provide linkages to services in the community.

We are hiring an Admin Assistant to be assigned in Delta.

ROLE OVERVIEW

The Admin Assistant provides a variety of administrative and secretarial assistance and produces reports from a variety of information sources and databases.

RESPONSIBILITIES

- Answers phone and/or in-person inquiries and routes to appropriate staff member if required;
- Sorts and distributes both post and courier incoming mail and prepares outgoing mail.
- Prepares, checks and processes standard documents. Maintains filing system, records maintenance and look-up and retrieval if necessary.
- Operates a variety of office equipment, i.e. computers, printers, copiers, facsimile equipment.
- Ensures that office and other areas are maintained in a clean and tidy manner and that the required supplies are in stock.
- Completes client file reviews and keep files up to date.
- Carries out administrative duties such as filing, typing, copying, binding, scanning, and among others.
- Has an understanding of the issues that affect the clients such as poverty, mental health, addictions and trauma.

EDUCATION AND EXPERIENCE

Completion of Grade 12, plus completion of a program of up to one (1) year in secretarial training, business or office administration. Equivalent combination of education, training and experience will be considered. Must be proficient in Microsoft Office, multi-line switchboard, fax, photocopier and postage machines. Excellent people and communication skills.

Three years of recent related experience that includes reception and clerical functions is preferred.

SKILLS & ABILITIES

- Demonstrated ability to type 60 words per minute and operate a PC and related application software programs
- Ability to communicate effectively orally and in writing and to deal effectively with the public
- Ability to organize work and carry out the duties of the position with independence
- Ability to operate telephone switchboard and other office equipment.
- With at least one year's relevant work experience in the front-line
- Extensive computer and software skills
- Has knowledge on social assistance services as provided by the Ministry of Social Development

JOB REQUIREMENTS AND EXPECTATIONS

- Standard First Aid with CPR-C, and Dr's Note of fitness required
- Local Police search and Provincial Vulnerable Sector Criminal Record Clearance required
- Must have own vehicle and valid BC driver's licence
- Satisfactory record of driver's abstract

Union membership is required upon hire.

Interested candidates must submit a cover letter and resume to humanresources@elizabethfry.com.

Please note only short listed candidates will be contacted for interview. No phone calls please.