



Community Connections
Community Connections Society of Southeast BC

Job Posting for Administrative Assistant Internal/External Posting *“Linking People, Communities and Services”*

April 24, 2025

Position Title: Administrative Assistant/Reception

Hours: Temporary Full Time 35 hours per week

Starting Date: ASAP

Rate of Pay: \$24.43per hour, As per BCGEU Collective Agreement, Grid Level 7, Step 1

After successful completion of 3-month probation period, applicant is eligible for extended health benefits & MPP

Community Connections Society of Southeast BC is looking for an Individual to provide a variety of administrative and clerical assistance in a busy office. The Administrative assistant will prepare correspondence, reports and other documents and maintain a variety of records as well as be responsible for basic office tasks and assist in the maintenance of a tidy and orderly office environment.

The successful candidate will:

- Provide reception and answer inquiries about services offered by the organization.
- Answer phones and direct calls; manage the boardroom booking system.
- Sort incoming mail and distribute to appropriate staff, as well as interoffice mail.
- Provide word processing, data input and typing support, draft routine and correspondence such as thank you letters and forms.
- Collect, research, 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 then on any issues, concerns, matters and meetings.
- Create forms, templates, tracking systems in conjunction to coordinators and management.
- Maintains a variety of financial records such as petty cash fund, as well as other accounting duties as required.
- Orients, Monitors, and provide direction to volunteers.
- Assists in coordinating and completing projects.
- All clients/visitors will be treated with kindness and fairness regardless of social status or personal opinion.
- Show empathy and understand that many visitors' lives are in turmoil and under extreme stress.

Qualifications:

- Completion of Grade 12 plus related post-secondary courses, with three years recent related experience; or the equivalent combination of education, training, and experience.
- Exceptional written and verbal communication skills.



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- Ability to organize work and carry out the duties of the position with independence.
- Ability to deal effectively with others.

Preferred:

- Business administration

Additional Requirements:

- Membership with the BCGEU

Community Connections Society is an equal opportunity employer. Only applicants that are shortlisted will be contacted.

Deadline for Applications: May 4, 2025
Submit to: Community Connections Society
Attention: Tesha Nee, Office Manager