
Job Posting

Position:	Administrative Assistant	Closing Date: Until filled
Type of Position:	Full time, 35 hours a week	Location: Abbotsford
Nature of Work	Weekdays, business hours	Posting #: 2303-022019

We are seeking a detail oriented Administrative Assistant to join our program in Abbotsford. The individual will be the first point of contact for our program, provides a warm welcome to clients, handle all administrative tasks, provides support to staff, and answer phones. The successful candidate should be accomplished in organizing competing priorities and meeting deadlines while managing multiple tasks efficiently and successfully.

Key Duties/Accountabilities:

- Screens and prioritizes incoming correspondence and other materials
- Processes client applications for intake, and completes necessary paperwork for electronic client record system
- Maintains information using spreadsheet and/or database software
- Maintains any onsite or program files as needed
- Responds to outside inquiries about services offered by the organization
- Ensures that office, meeting room, kitchen and other areas are maintained in a clean and tidy manner and that required supplies are in stock

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, and photocopier
- Excellent people and communication skills

Skills and Abilities:

- Type 60 words per minute and operate a PC and related application software programs
- Communicate effectively orally and in writing and to deal effectively with the public
- Organize work and carry out the duties of the position with independence
- Ability to operate telephone switchboard and other office equipment

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

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