

**Position** : **Administrative Assistant**                      **Closing Date** : **Open until filled**  
**Type** : **Full-time (35 Hours a Week)**                      **Location** : **Abbotsford**  
**Nature of Work:** **AM/PM Weekday**                      **Posting #1** : **1480-062019**

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We are a human rights and social services charitable not-for-profit agency for women, girls, and children affected by the justice system.

EFry is committed to the belief that people are willing and able to take responsibility for their own lives if provided with the resources, opportunities and skills to do so. We value working together with others who are committed to equality, fairness, and opportunity for those we serve.

## **ROLE OVERVIEW**

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 RESPONSIBILITIES**

- 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 & 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

#### **JOB REQUIREMENTS & EXPECTATIONS**

- Excellent communication skills both written and verbal
- TB Test, Food Safe Level 1 and Standard First Aid with CPR, and Dr's Note of fitness required
- Local Police search and Provincial Vulnerable Sector Criminal Record Clearance required
- Enhanced Security Screening required
- Must have own vehicle and valid driver's license
- Clear and current driver's abstract

Efry actively promotes a program of employment equity and equal opportunity to ensure equal access to employment opportunity for all persons.

Interested candidates must submit a cover letter and resume to [humanresources@elizabethfry.com](mailto:humanresources@elizabethfry.com)

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

