

## EMPLOYMENT OPPORTUNITY

The Salvation Army Lighthouse Resource Centre  
BC DIVISION

**POSITION:** **Administrative Assistant ( C ) Full- Time 28 hrs per week.**

**FACILITY:** **Lighthouse Resource Centre**

**8635 Granville Street Port Hardy BC**



Giving Hope Today

### RESPONSIBILITIES & EXPECTATIONS:

The successful candidate will be responsible for:

- \* Perform general office duties such as answer and screen telephone calls and direct and or answer enquires; greets guests and visitors; files documents electronically or manually; photocopies and distributes materials as requested; and sends and receives fax/ email material as requested; resolves routine enquires.
- \* Greets public in office and on phone politely and warmly, ensuring everyone is treated in a professional and sensitive manner.
- \* Builds and maintains databases (e.g. Employee/volunteer information, contact lists, inventory, hours worked) maintain input for SAMIS. Other TSA databases may be used such as CMS, SAMIS and Family Services Vouchers maintenance.
- \* May drafts & prepares presentations, brochures, fliers, advertisements, invitations and certificates subject to supervisory approvals (e.g. Power Point presentations)
- \* Opens and distributes in-coming mail (with one other person) and processes out-going mail including material of a confidential nature; receives parcel(s) and distributes to the appropriate person(s)
- \* Responsible for maintaining supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt and distribution of requested items. (Stationary, janitorial, postage meter supplies, photocopier supplies, etc.)
- \* Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- \* Prepares and receives paperwork for various projects and processes them.
- \* Assists with the preparation and paperwork for annual review, Accreditation reviews & Strategic Plan.
- \* Provides administrative support for Supervisor and Community Ministries Worker and minor support to agencies using the buildings (e.g. messages)
- \* May schedule or keep track of Supervisor's calendar, make travel arrangements: change travel arrangements and provide reminders including support documentation.
- \* Receive and track incoming donations for receipting, issuing interim receipts if requested. May assist with bank deposits and banking.
- \* Maintain confidentiality with all client and donor records. Assist and thank all donors as well as assist with thank you cards and or letters for donations as appropriate.
- \* Makes decisions on routine and urgent administrative matters in the absence of the supervisor.
- \* Participate in a holistic approach to ministry which recognizes the physical, emotional, mental and spiritual needs of each person.
- \* Ensure general cleanliness and upkeep of the general office area.
- \* performs other positions related duties as assigned.
- \* Able to work within the Mission of The Salvation Army

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.

## QUALIFICATIONS:

The successful candidate will have completed high school or equivalent. Administrative Assistant experience and a certificate, diploma or degree in a field related to business administration an asset. Tenacious and resourceful with a great talent for blending creativity and administrative abilities to achieve outstanding results. Proven computer literacy with proficiency in a wide variety of applications including: MS Office suite, Excel, Power Point, Publisher, Email and internet. Proven record of answering telephone, giving relevant information to callers and routing calls to appropriate individuals. Highly skilled in greeting visitors, determining nature of business and directing to concerned person. Demonstrated ability to establish/maintain satisfactory work relationships with the public and other employees, to deal tactfully and effectively with co-workers, public and staff and to maintain confidentiality and to communicate effectively both verbally and in writing in English. Including ability to proof read own work and work of others. Demonstrated ability to work under pressure, to multi-task, to work independently with minimal direction, to problem solve, to take initiative, to anticipate potential problems/ conflicts and take appropriate actions, to organize and prioritize work and to meet deadlines.

The successful candidate will also be required to show proof of the following:

- Certificate, Degree or Diploma in Business related field. ( an asset )
- First Aid Certification (an asset to have but not required)
- WHMIS Training (an asset to have but will provide training)
- Valid Driver's License and clean driver's abstract
- Criminal Record Check
- Non Violet Crisis Intervention (an asset but can provide training)

**SALARY/GRADE:** Rate to be determined based on experience. Start date; as soon as possible. Full benefits after probation (medical, dental and RRSP)

Interested applicants must submit a cover letter and resume by Friday, September 22, 2017 to:

EMAIL: [Michael\\_Winter@can.salvationarmy.org](mailto:Michael_Winter@can.salvationarmy.org)

Or drop off cover letter & resume in person Mon-Friday 9:30am-4:00pm at:

**Lighthouse Resource Centre - 8635 Granville Street, Port Hardy, BC**

We thank all applicants, however, only those candidates to be interviewed will be contacted.

**PLEASE NO PHONE CALLS**