

Campbell River & District Adult Care Society
12-142 Larwood Rd, Campbell River BC V9W 1S2
250-923-0991

JOB TITLE: Office Assistant -Permanent Part-Time
WORK HOURS: Monday, Tuesday, Wednesday (8:30am -3:30pm)
SALARY: \$23.50 - \$25.50 per hour
JOB SITE: 12-142 Larwood Road
SUPERVISOR: Nurse Administrator

JOB Responsibilities:

- Answer telephone and relay telephone calls and messages
- Compile data for monthly reporting, statistics and other information (Excel Sheets)
- Order office supplies and maintain inventory, Photocopy forms, filing etc.
- Scheduling

Education/Skills

- Secondary (high) school graduation certificate
- MS Excel, MS Windows, MS Word, MS Office
- Excellent written and oral communication
- Flexibility, Organized and Reliability

Experience

1 year

Additional information

- Must have clean current Criminal Record Check for vulnerable sector
- Class 5 driver's license

Work conditions and physical capabilities

- Work under pressure
- Attention to detail