



Internal/External Job Posting

#121423

Job Title: Administrative Assistant 1 – Receptionist

Grid Level: Grid 5 JEP BCGEU wage grid position

Hours: Regular part-time evenings - 18 hours per week

Anticipated start date: January 8th, 2023

Reporting to the Executive Coordinator, the Administrative Assistant provides a variety of reception and general clerical assistance in a multidisciplinary medical and social services agency.

Posting date: December 14, 2023

Closing date: Until filled

Please submit your application by email to kross@pcfsa.org

This position requires BCGEU Union membership.

Detailed job description is attached.



JOB DESCRIPTION – September 2023
Receptionist/Administrative Assistant 1
Grid Level: 5 JJEP

Provides a variety of reception and general clerical assistance in a multidisciplinary medical and social services agency. Maintains various records, files, and related electronic filing systems.

Primary Duties & Responsibilities

- Greets clients/suppliers/visitors to the organization in a professional and friendly manner.
- Answers phone and/or in person inquiries and routes to appropriate staff members if required. Responds to routine queries regarding the organization and services provided.
- Assists with client intake by obtaining basic information, assisting in completing forms, and booking appointments with staff in accordance with established guidelines.
- Sorts and distributes incoming mail and processes outgoing mail/deliveries.
- Distributes & posts printed information for clients, families, staff & others.
- Performs basic data entry functions such as inputting information into databases and contact lists; Maintains and updates filing, inventory, mailing lists, registers and/or other records either manually or using a computer.
- Performs general word processing and typing from rough draft or general instruction, including correspondence, reports, forms and documents.
- Operates a variety of office equipment such as computers, printers, copiers, facsimile equipment, multi-line switchboard and postage meter.
- Reviews files, records, and other documents to obtain basic information to respond to requests.
- Handles simple cash transactions such as collecting payments, issuing receipts, and maintaining petty cash in accordance with established guidelines.
- Ensures that office, meeting room, kitchen and other areas are maintained in a clean and tidy manner.
- Takes inventory, orders, and receives materials, supplies, and services.
- Maintains meeting room bookings within the office.
- Delivers messages and runs errands.
- Performs other related duties as required.

Qualifications

Education

Grade 12

Experience

Six (6) months recent related experience

Or an equivalent combination of education, training, and experience.



General Expectations

- The Administrative Assistant is expected to become familiar with and be aware of all relevant policies and best practice standards of PCFSA, as well as to contribute to appropriate organizational development activities and practices, upon request.
- Dedication to creating and maintaining a culturally safe workplace based on cultural humility, sensitivity, and awareness; ensuring cultural values and traditions are respected in all activities.

Working Conditions

- Proof of full vaccination against COVID-19 is a condition of employment as per the PHO.
- This position is a BCGEU Union position and salary will be determined by the negotiated BCGEU Wage Grid.
- The Administrative Assistant will undertake a recent criminal record check prior to commencement of employment.
- The first 3 months of employment constitute a probationary period, at the end of which a performance appraisal is conducted to determine the sustainability for further employment.

Additional Information

- This position may involve work in stressful circumstances, occasionally dealing with individuals and families in crisis situations. The ability to function independently under pressure, including handling emergencies, is an ongoing expectation of this position.