

***DELTASSIST FAMILY AND COMMUNITY SERVICES SOCIETY***

Job Description - External Posting

**JOB TITLE**

**Auxiliary Administrative Assistant**

**Start Date: ASAP**

**Posting close date: April 8, 2021**

**IMMEDIATE SUPERVISOR**

Office Manager

**JOB SUMMARY**

Deltassist is a community-based non-profit social services agency and the incumbent in this position must be able to commit to the Mission and Values of the Agency, and work within a client-centered, strength, service model. The incumbent is governed by the Agency’s Policies and Procedures.

The Administrative Assistant position is a clerical support staff position. The Administrative Assistant performs a variety of tasks and duties to support and maintain the family and community services of the agency and to participate in the continuous quality improvement processes within the agency.

This is an On-Call position, the workplace will be at the Agencies North Delta and Ladner office. This position requires meeting the public as well as work with staff of Deltassist Family and Community Services Society.

**Duties and Responsibilities**

* Organize and maintain the operations of Reception to ensure that all callers, both in person and by telephone, are greeted with courtesy and respect and are assisted in a timely manner with their requests.
* Organize and maintain office operations and procedures to ensure that equipment, supplies and services for staff and clients are available as required.
* Record and maintain information on statistics reports for analysis of programs and services provided.
* Provide, produce and distribute printed documents/materials in an accurate, presentable format and in a timely manner for administration purposes and in support of the agency’s family and community services.
* Participate in the performance quality improvement process and activities.
* Provide other related administrative duties as directed.

**QUALIFICATIONS**

***Education*:** Grade 12 graduation or equivalent.

***Experience*:** Minimum of 2 years Secretarial or Administrative Assistant

* Keyboarding at 40 words per minute
* Excellent written/verbal communication skills
* Excellent organizational and time management skills
* Competency with Microsoft Office applications including Word, Excel and

Outlook

* Knowledge of Access data base preferred
* Knowledge of current office procedures and equipment
* Ability to work as a part of a team
* Provide other related administrative duties as directed

Job Benchmark: Administrative Assistant

Grid Level: 10

Pay Range: Position covered under the collective agreement Administrative Assistant 10

This position requires Union membership. Deltassist Family and Community Services is an equal opportunity employer. Successful applicants are required to have a positive criminal record check.

***DFCS thanks all applicants for their interest. Only short-listed applicants will be contacted.***

**Please submit a cover letter and resume to lisap@deltassist.com**