

JOB POSTING
2016-28-01

Administrative Assistant
Job Connections for Immigrants Project (JCI Project)
April 11, 2016 – October 7, 2016
26 – week contract

To provide administrative, support and assistance to project and Project Supervisor

Duties & Responsibilities:

- Administrative support to Project Supervisor, Job Developer and Project staff
- Providing support and assistance to project participants
- Providing all administrative duties as required by project: filing, typing, photocopying,
- Preparation of information for reports required by Project Supervisor, Agency and Funder
- In class assistance in group facilitation as required
- Will prepare meeting schedules and will take meeting minutes
- Will manage and track office supplies and ensure welcome area is clean and well maintained;
- Will assist in other duties deemed necessary by Project Supervisor
- Maintain participant attendance and records;
- Collect and input participant demographic information into database
- Keep updated information on community resources to distribute to participants;
- Will report to Project Supervisor
- Will attend staff meetings

Qualifications and other pre requisites:

- Post-secondary education or an equivalent combination of education and experience
- Minimum two years' experience in administrative support role
- Excellent interpersonal and communication skills
- Experience in maintaining records and preparing reports
- Knowledge of another language(s) will be viewed as an asset
- Excellent organizational, time and general management skills
- Strong cross cultural experience, sensitivity and skills
- Ability to keep accurate records and maintain records
- Demonstrated ability to work as a team member and independently with minimal supervision;
- Professional integrity, adaptability and flexibility;
- Ability to work under pressure and manage multiple tasks
- Knowledge of web based applications, word and excel programs
- Knowledge of database applications, internet and email

Closing Date: April 14, 2016 by 4:00 pm

TO APPLY

Qualified applicants please e-mail a cover letter and resume with reference to:

E-Mail: jobpostings@abbotsfordcommunityservices.com

Abbotsford Community Services

2420 Montrose Avenue

Abbotsford, B.C. V2S 3S9

Fax: 604-859-6334

*Only selected applicants will be contacted. No phone calls please.

Abbotsford Community Services is an equal opportunity employer.

This is an exciting opportunity to work with one of Abbotsford's leading edge community service organizations. <http://www.abbotsfordcommunityservices.com>