Employment Opportunity

Administrative Assistant

Head office - Vancouver
Regular Full-Time (35 hours/week) (Grid 7)

PCRS is a long-standing, award-winning not-for-profit that serves the most vulnerable people in the Province of B.C. We believe that helping the most marginalized individuals and families will raise the health and well-being of the communities we serve. Our vision is to see everyone thriving in strong, healthy communities, and our mission is to inspire healthy and inclusive communities through leadership and collaboration. We value advocacy, diversity and inclusion, empowerment, service excellence, stewardship, and well-being. We have been recognized for placing a high value on work-life balance. Our Employee Family Assistance Program has a full preventative health program including nutrition awareness, stress reduction, and tools to assist our staff with maintaining a work-life balance. We take care of our people who take care of the people we serve.

Position Summary:
The Administrative Assistant provides support at the Vancouver head office of PCRS. This role will be providing administrative support to five different teams. To be successful, you will need to be technically savvy and able to learn various computer systems. As this role supports a variety of teams, it is essential that you prioritize work, have good time management skills, and balance and meet various deadlines. In this role, you will work collaboratively with teams to support onboarding activities, implement evaluation and information management activities, and manage I.T. inventory and projects as they arise. This role is dynamic and is best suited for someone who enjoys variety in their work.

Key Responsibilities:
• Coordinate new hire onboarding with supervisors and new hires, ensuring appropriate paperwork is provided, completed and returned to H.R.
• Create, maintain and update employee records in physical personnel files and Sage HRMS.
• Liaise with supervisors to prepare and update standard job postings. Ensure job postings are distributed internally and externally.
• Supports the implementation of Participants Information Management policy to ensure records maintenance, storage and retention in coordination with the Evaluation and Quality Improvement Manager and respective program staff.
• Coordinates the implementation of Service Manuals and Guidelines across the agency.
• Supports physical files audits for accredited programs.

Academic and Job Experience Required:
• Have an undergraduate degree, relevant diploma or equivalent experience.
• Have a minimum of 2 years working with databases or systems.
• Be highly proficient with Microsoft Office 365 (Word, Excel, Teams, Powerpoint)
• High level of verbal, interpersonal, and written communication skills.
• Able to work with colleagues collaboratively and professionally.
• Have experience working in a not-for-profit preferred.

**Basic Requirements:**
• Criminal record check including the vulnerable sector
• Proof of being fully Vaccinated for Covid 19

**Desired Requirements:**
• A team player who is flexible and adaptable
• Self-motivated with the ability to think logically and problem-solve.
• Highly organized, detail-oriented and able to balance competing demands.
• Able to handle sensitive information confidentially.
• Experience creating and working within a culturally inclusive environment.

**IMMEDIATE SUPERVISOR:**
Human Resource Manager

**Salary Range:** $21.65/hour – $23.88/hour, Plus benefit package (100% employer-paid)
**Closing Date:** December 10, 2021 at 4:30 p.m.
**Apply at:** [https://pcrs-external.scouterrecruit.net/jobs/PCRS272](https://pcrs-external.scouterrecruit.net/jobs/PCRS272)

*Offer of employment is conditional upon the applicant providing us with proof of being fully vaccinated against COVID-19*

“Pacific Community Resources Society is committed to diversity and inclusion and encourages applications from people of all gender identities and expressions, persons with disabilities, Indigenous peoples and visible minorities. Persons who anticipate needing accommodations for any part of the application process may contact our H.R. department at hr@pcrs.ca. Personal information will be kept confidential.”