

**LANGLEY COMMUNITY SERVICES – JOB POSTING SES 2022-05**

<b>Job Title:</b>	Administrative Assistant III (Employment Services/Langley Local Immigration Partnership)
<b>Department:</b>	Settlement and Employment Services
<b>Start Date:</b>	ASAP
<b>Salary:</b>	Hourly rate (\$21.63 -\$25.19) – depending on qualifications and experience
<b>Hours:</b>	Full-time – 35 hours per week (Employment- 25 hours/ Langley Local Immigration Partnership- 10 hours)

**Job Summary:**

As part of the team, the Administrative Assistant 3 provides a variety of administrative and clerical support to the Senior Manager of Settlement and Employment Services and Manager of Employment. Assists in providing appropriate intake forms and assists in form completion. Prepares correspondence, reports, and other documents. Maintains records, files, and related filing systems.

**Key Duties and Responsibilities:**

- ❖ Answers phone and /or in person inquiries and routes to appropriate staff members as required. Screens and prioritizes incoming correspondence and other materials for staff members.
- ❖ Track office or program expenditures by recording expenses and maintains a variety of financial records.
- ❖ Collects, researches, organizes, and summarizes data from a variety of sources and produces reports such as program status, Nucleus reports, narrative reports.
- ❖ Provides data input support such as correspondence, meeting minutes, forms, client information, and sending reports as required, such as thank you letters, client letters and internal memorandums.
- ❖ Maintains and updates general information and referral resources for the programs including ensuring supply of up-to-date handouts and resource material are available in the public information area.
- ❖ Input data into database (i.e. nucleus, iCARES)
- ❖ Performs general data entry functions such as collecting and drafting survey results (Survey Monkey) and maintaining and updating database. (Nucleus, iCARES)
- ❖ Arranges meetings, schedules appointment, books rooms for meetings. Prepares agendas and takes minutes at meetings as required.
- ❖ Assists clients and settlement staff when required.
- ❖ Perform other related duties as required.

### **Qualifications, Experiences and Abilities:**

- ❖ Grade 12 plus completion of a program of up to one year in secretarial training, business, or office administration.
- ❖ Minimum of 2 years recent related experience or an equivalent combination of both
- ❖ Proven expertise in various word processing and office software programs, including Microsoft office.

### **Reporting relationships**

- ❖ The Administrative assistant reports to the Senior Manager of Employment and Manager of Employment.

### **Required competencies: skills, abilities, training**

- ❖ Ability to work within a multi-cultural and diverse work environment.
- ❖ Demonstrated ability to type 60 words / minute.
- ❖ Excellent organizational and time management skills.
- ❖ Understanding settlement and integration issues as they relate to client integration.
- ❖ Excellent oral and written English language skills.
- ❖ Excellent at using databases (ICARE, GCO) and Microsoft office software.
- ❖ Familiar with outcome-based program evaluation strategies.
- ❖ Able to work independently and as part of a team to provide quality services to program participants.
- ❖ Standard first Aid training certification including CPR for children and adults.
- ❖ Flexibility to work in an often-changing environment.

### **Additional Information:**

- ❖ This is a union position.
- ❖ This position is open to all qualified applicants.
- ❖ Proof of COVID 19 double vaccination
- ❖ This position may require working outside office hours.
- ❖ Criminal Record Check is required.

**TO APPLY:**

Please reply with Cover Letter and Resume, quoting Posting Number **SES 2022-05** to:

**Langley Community Services Society**

**Attention: Mary Tanielian, Senior Manager of Settlement and Integrations Services**

**5339 – 207 St, Langley, BC V3A 2E6**

**Email: [mtanielian@lcss.ca](mailto:mtanielian@lcss.ca)**

***Please note that only persons selected for an interview will be contacted***