

JOB POSTING #2026-276-03
INTERNAL/EXTERNAL
Project-Based Labour Market Training Programs (PBLMT)
Administrative Assistant
Wage: \$25.91 per hour
Full Time: 35 hours per week, Monday to Friday
Temporary from October 12, 2026, to June 18, 2027

Provide Administrative and Operational Support
Join the team at Archway
Come Help Us Help People
Abbotsford
On Site

Job Summary:

The Administrative Assistant provides administrative and operational support to the Project Supervisor and project team responsible for the successful development, implementation, and delivery of industry-specific workforce development program(s) under PBLMT as part of the Community and Employer Partnerships (CEP) program designed to equip participants with the knowledge, skills, and practical experience required to pursue employment in specific priority occupations. The group-based full-time program(s) include health and safety orientation for participants, essential and employability skills, Indigenous competency, occupational skills training, on-the-job work experience with local employers (practicum), and job search support.

This role assists with participant registration processes, arranging eligibility assessments, and onboarding of participants. It provides administrative support to program staff to deliver essential and employability skills, Indigenous competency training, and job search support. The role involves preparation of documents, reports, and program materials while managing and prioritizing incoming correspondence and administrative requests, ensuring accurate program documentation and reporting.

Your Role:

Archway's Administrative Assistant with the Project-Based Labour Market Training Program(s) contributes by:

- Assisting the Project Supervisor and project team in the intake of participants, eligibility assessments, and registering participants for training.
- Liaising with WorkBC and SASET staff regarding participants' selection and referral.
- Coordinating with the Job Developer/Work Experience Coach regarding the documentation to submit to the Ministry relating to participant completion of required orientation and training.

- Creating files for each participant to manage and maintain individual training plans, completion of essential employability skills training, Indigenous competency training, occupational skills training, attendance, and participant progress.
- Maintaining financial records such as petty cash, purchase orders, and cheque requisitions as required.
- Taking and distributing minutes from meetings.
- Facilitating room bookings for trainings.
- Setting up the room for training, and taking down after training.
- Creating attendance sheets to track participant attendance.
- Coordinating occupational skills training offered by certified third-party training providers for various training components and ensuring participant registration and attendance.
- Tracking and compiling participant feedback for data analysis and reports.
- Tracking participant participation during work placements and maintaining documentation relating to participant progress and on-the-job evaluations.
- Preparing reports to summarize project activities and achieved deliverables.

This position is a great fit for someone who is extremely well organized, has excellent attention to detail, has great data compilation skills and able to prepare reports, and is able to track participant progress during training and practicum placements.

Our Offer

- Wage: \$25.91 per hour.
- A full-time position at 35 hours per week, availability Mondays to Fridays, from 8:30 AM to 5:00 PM.
- Temporary from October 12, 2026, to June 18, 2027.
- Benefits include:
 - Three weeks' pro-rated vacation.
 - Three pro-rated wellness days per year.
 - Pro-rated sick leave days per year.
 - Opportunity to exchange a statutory holiday for a cultural day celebration.
 - A great benefits plan.
 - Employee and Family Assistance Program.
 - Access to online wellness resources including newsletters, physical health videos and wellness events.
 - Free use of Archway's wellness equipment.
 - Great in-house training opportunities.
 - Rewarding work in a positive and supportive environment.
 - Work/Life balance.

Getting an Interview – you will be considered if you have:

- A business or office administration diploma is an asset.
- A minimum of 2 years of administrative experience in a fast-paced office environment.
- Experience providing administrative support to employment, workforce development, education, training, social services, or community-based programs is preferred.

- Experience preparing reports, tracking performance data, and maintaining confidential client records with a high degree of accuracy.
- Demonstrated ability to work independently, prioritize competing demands, and exercise sound judgment with minimal supervision.

The Job Also Requires you to have:

- Exceptional organizational, coordination, and administrative skills with the ability to establish efficient systems and maintain accurate records with strong attention to detail.
- Proven ability to manage multiple priorities, deadlines, and interruptions while maintaining a high level of accuracy and attention to detail.
- Demonstrated ability to work independently, take initiative, and complete assigned responsibilities with minimal direction and supervision.
- Strong problem-solving skills and the ability to anticipate administrative needs and proactively implement solutions.
- Strong interpersonal, verbal, written, and active listening communication skills; ability to communicate clearly and respectfully with people from diverse backgrounds, cultures, and varying levels of English.
- Ability to use Microsoft Office 365, including Word, Excel, Outlook, and PowerPoint skills to create reports and presentations.
- Ability to work as part of a team.
- Ability to maintain confidentiality and handle sensitive participant information with professionalism and discretion.
- Ability to work in a fast-paced environment with demanding deadlines.
- Ability to interact with people in challenging situations.
- Ability to manage frequent interruptions requiring the ability to efficiently switch tasks.
- A satisfactory Criminal Records Check is a condition of employment.

Closing date is October 04, 2026.

TO APPLY

Interested applicants are to reference **Posting #2026-276-03** in the subject line.

Please submit your resume and cover letter in PDF to: [Avanti](#)

Reference Subject: Job Posting #2026-276-03

Must be legally entitled to work in Canada.

No phone calls please. Only short-listed applicants will be contacted.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

We acknowledge that we gather on the traditional and unceded territory of the Stó:lō people. Stó:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.

We invest in the mental health and wellbeing of our employees.

We're proud to share that Archway was recently recognized for having a 5-Star Safety Culture!

Every year, Canadian Occupational Safety (COS) recognizes organizations across Canada that exemplify excellence in fostering robust workplace safety cultures. Winners demonstrate a commitment to proactive risk management, comprehensive training, and employee engagement.

This award reflects our ongoing commitment to creating a workplace environment where employees feel safe, seen, and supported.

If you're interested in working for an organization where safety is a priority, come work with us at Archway.