



Employment Opportunity Casual Administrative Assistant

JOB SUMMARY: The Casual Administrative Assistant plays an instrumental role in the overall successful operations of the Society. Duties include receptionist, general clerical, and administrative support to different department heads and the Executive Director. This position will be for general relief as a Receptionist.

REPORTS TO: Office Manager

RESPONSIBILITIES

- Greet clients/visitors and manages front lobby and related activities in a manner that is culturally safe.
- Responds to outside inquiries about services offered by the Society. Communicates with other community service agencies and/or ministries regarding client enrolment and attendance at programs and events.
- Answering all incoming calls and directing callers to required staff.
- Performs day-to-day administrative/clerical duties, including filing, photocopying, faxing, processing correspondence, reports, emails and other documentation.
- Creates posters/flyers/presentations for events and programs utilizing Microsoft Publisher and PowerPoint formats.
- Maintains the Society's distribution list and distributes materials as requested by the department heads and the Executive Director.
- Acts as a positive role model to clients, caregivers and community members
- Always willing to help, train and develop co-workers to be more effective in their jobs
- Other job related duties as requested by the department heads and the Executive Director.

QUALIFICATIONS

- Completion of a diploma in office administration or minimum of five years equivalent experience.
- Five years related experience in a fast passed environment.
- Extensive knowledge of Microsoft Word; PowerPoint; Publisher and Excel
- Experience with Windows 10 Operating System an asset
- Work experience within a non-profit organization an asset.
- Knowledge of Metis and Aboriginal history, culture and community an asset.
- Valid driver's license and vehicle required, class 4 is an asset.
- Able to see what needs doing before being asked.

OTHER

- Successful applicant must pass a criminal record review

- As per Section 16 of the Federal Charter of Human Rights Act, preference will be given to applicants of Aboriginal Ancestry
- Salary Wage: \$16.58
- BCGEU Aboriginal Collective Agreement

Submit Resume as Follows:

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- Please send your resume along with 3 professional references to the Finance Administrator at
- Lii Michif Otipemisiwak Family and Community Services,
- 707 Tranquille Road, Kamloops, B.C. V2B 3J1
- finance@lmofcs.ca
- Phone: 250-554-9486
- Fax: 250-554-9487
- <http://lmofcs.ca/>
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- **Deadline:** Wednesday May 23, 2018 at 4:30pm