



**Job Title: Admin Assistant- ECE PBLMT**

**Start date: October 26, 2020 Tentative)**

**Location: Surrey**

**Hours: 35 hours a week**

The Project Administration Assistant is responsible for providing supporting all project activities, including administration and accounting support to project staff. This includes monitoring project needs, responding to inquiries, supporting recruitment and selection process, workshop facilities and curriculum preparation, liaising with project guests, distribution of project marketing, documentation and filing, formatting resumes and cover letters for clients, etc.

**Qualifications and Experience Required:**

- Minimum 2 years' experience in office administration
- Experience working for not-for-profits, preferably in employment services
- Microsoft Office Certification would be considered an asset
- Strong understanding of accounting principles and controls
- Experience working with Simply Accounting, SAGE or QuickBooks
- Extensive computer knowledge, including Excel
- Detail oriented, highly organized and able to meet tight deadlines

**Duties and Responsibilities:**

**Administrative:**

- General office operations; update records of staff attendance, including vacation, sick days
- Replenish and take inventory of office supplies
- Meet regular with project staff to assess project needs
- Maintain and process supports to participants, including transportation, food vouchers and submit all reporting requirements
- Develop and maintain timely and accurate financial statements and reports
- Monitor and analyze monthly financial results against budget, and report variances
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable and petty cash
- Accounts Receivable/Accounts Payable responsibilities include ensuring all expenses have proper approvals, posting expense to accounting system, etc.

**Group Intake Support:**

- Respond to telephone, email and in-person inquiries
- Support recruitment and selection process; schedules interviews
- Prepare boardrooms, classrooms and office space for meetings and interviews
- Correspond with participants confirming acceptance and providing project details

- Prepare intake forms ensuring participant documentation is accurate and complete
- Develop participant orientation packages; prepare client case files and maintain client database
- Support monthly budget reconciliation process; document project expense reports; payroll
- Assist with graduation planning and associated end of cycle paperwork

**How to Apply: Please submit a resume and cover letter, stating salary expectations, to PICS HR Department at [career@pics.bc.ca](mailto:career@pics.bc.ca). Please use the job title as the email subject.**

*(PICS is an equal opportunity employer. We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.)*

*\*\*This position is subject to final approval by the Ministry of Social Development and Poverty Reduction \*\**