



Position(s): Administrative Assistant (STER)
Location: PICS Surrey Head Office
Hours: 35 hours per week
Program: Skills Training for Economic Recovery (STER)

Position:

The Administrative Assistant will engage in the entire recruitment process including liaising with Western Community College and other service providers such as WorkBC Centres. They are responsible for providing support to 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.

Duties and Responsibilities:

Administrative:

- General office operations
- Replenish and take inventory of office supplies
- Meet regular with project staff to assess project needs
- 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.

Qualifications and Experience:

- 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 and
- Clean criminal record (vulnerable sector)

How to Apply: Please submit a resume and cover letter, stating salary expectations, to PICS HR Department at 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.)