



Job Title: **Administrative Assistant**
Job Type: **Full Time**
Location: **Surrey Head Office**

Overview:

The **Administrative Assistant** will play an important role in PICS' administration department by providing assistance to the **Executive Administrative Assistant** and the **Human Resources Manager**.

Key Duties and Responsibilities:

- Reads, screens, documents, answers and files correspondence;
- Edits and proofreads documents;
- Creates first-draft documents from rough information or in response to the requests;
- Completes updates and maintains all records and documentation in a timely manner.
- Prepares materials for distribution and presentation at meetings;
- Prepares agendas and distributing minutes;
- Provides backup to the receptionist;
- Answers phones, screens calls, and directs incoming requests and faxes to the appropriate staff;
- Provides assistance with scheduling appointments, meetings, and teleconferences;
- Coordinates schedules with individuals from other organizations;
- Performs general administrative tasks, such as faxing documents and photocopying;
- Develops and maintains department files and filing systems;
- Develops and maintains databases and spreadsheets for use in tracking complex activities;
- Ensures compliance with policies and procedures and privacy legislation;
- Serves as a backup for other administrative staff;
- Communicates on a daily basis with Executive Administrative Assistant;
- Provides administrative support to the HR manager for staffing, performance appraisals, staff orientation, policy and procedure manuals;
- Provides assistance for proposals, projects and initiatives, communications, market research.
- Assists with fundraising activities;
- Ensures that senior officials, business representatives, staff and the general public are dealt with in a courteous, effective and efficient manner;
- Ensures confidential and/or urgent material is handled appropriately; and
- Performs other duties as required

Knowledge and Experience

- A minimum of 1 year of experience in a similar position and completion of a Diploma or Degree in a related discipline, or the equivalent of education, training, experience and certification;
- Experience working effectively with individuals from diverse backgrounds;
- Experience working in a non-profit organization is an asset; and
- Experience / training in Accounting, Customer Service, IT and/or HR is an asset.

Skills and Abilities

- Has ability to perform data entry, manage team calendars, and create company reports;
- Proficient in the use of the Microsoft Office Suite;
- Has ability to handle correspondence in a timely and professional manner;
- Displays a positive and professional attitude when interacting with clients, guests, and other employees;
- Has ability to communicate with clients, guests, and other employees in an effective, positive, and professional manner;
- Displays an eagerness to learn;
- Has a proactive approach to problem solving;
- Displays initiative and an ability to work independently;
- Has ability to develop achievable goals and a desire to meet and exceed these goals; and
- Displays a strong sense of urgency and an ability to effectively prioritize tasks.

Other requirements

- Valid driver's license and own reliable vehicle, and
- Clean Criminal Record Check (Vulnerable Sector).

How to Apply

Please submit a resume and cover letter, *stating salary expectation*, to 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.)