



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 selection process including liaising with post-secondary institution 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 the participant selection process, workshop facilities and curriculum preparation, liaising with project guests, distribution of project marketing, documentation and filing, formatting resumes and cover letters for participants, etc.

Duties and Responsibilities

Administrative:

- performs general office operations;
- replenishes and takes inventory of office supplies;
- meets regularly with project staff to assess project needs;
- develops and maintains timely and accurate financial statements and reports;
- monitors and analyzes monthly financial results against budget, and report variances;
- develops and maintains financial accounting systems for cash management, accounts payable, accounts receivable and petty cash; and
- performs Accounts Receivable/Accounts Payable duties including ensuring all expenses have proper approvals, posting expense to accounting system, etc.

Group Intake Support:

- responds to telephone, email and in-person inquiries;
- supports recruitment and selection process; schedules interviews;
- prepares boardrooms, classrooms and office space for meetings and interviews;
- corresponds with participants confirming acceptance and providing project details;
- prepares intake forms ensuring participant documentation is accurate and complete;
- develops participant orientation packages, prepares client case files and maintains client database;
- supports monthly budget reconciliation process, documents project expense reports and payroll; and
- assists 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.)

*****These positions are subject to final approval by the Ministry******