

Cameray Child and Family Services
INTERNAL / EXTERNAL POSTING

Part Time Administrative Assistant Position:

- 15 hours per week (Wednesdays and Thursdays 9:00 – 4:30)
- Burnaby Office
- Provides a variety of secretarial, clerical and receptionist duties.
- To start **May 5, 2010**
- Wage to start at \$1009.45 per month (step 1).

Key Duties and Responsibilities

- Acknowledge and greet clients.
- Answers phone and/or in person inquiries. Responds to routine queries with regard to the organization and services provided. Provides resources or referral to the appropriate agency, if they aren't eligible for our services.
- Assists intake and referral process for clients; booking of appointments and file documentation.
- Maintains filing systems and updates forms as needed. Maintains library – videos and books.
- Sorts and distributes both incoming and outgoing mail, including inter-office communication. Responsible for collecting and organizing employee administrative documents for forwarding to the Executive Director, i.e. employee schedules, crisis appointment times, client list and unpaid leave general form.
- Attends weekly staff meetings.
- Responsible for maintaining and updating waiting lists and client database – must be proficient in Word and Excel and have a working knowledge of Access.
- Helps in the creation and publication of the quarterly newsletter and yearly agency reports.
- Gathers and compiles statistical information on a monthly basis to create a variety of reports for the Ministry of Children and Families.

Qualifications

- Completion of grade 12, ability to type 60 words per minute and operate a computer and related application software programs; ability to communicate effectively both verbally and in writing; ability to organize work and carry out duties of the position with independence and the ability to relate to others in a professional and respectful manner.
- Competence and comfort in working with diversity
- Drivers License

Other:

- This position is covered under a collective agreement.
- Cameray Child and Family Services is an equal opportunity employer.
- Successful applicants are subject to a criminal record check. We thank all applicants for their interest. Only short-listed applicants will be contacted
- Some driving required – must have access to a reliable car

Please fax interest to the Personnel Committee (604-291-0352) or E-mail to Cameray3@telus.net .