

## Job Posting

# #21.89 ADMIN ASSISTANT

## NEW ROADS – VIEW ROYAL

*This posting is open to all qualified applicants.*

Our Place Society (OPS) is an organization founded on progressive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcomed. **A team approach is critical to living out our mission and values and to directing our work.**

### Position Overview:

Reporting to the New Roads Director, provides a variety of senior administrative duties, including scheduling appointments, preparing correspondence, reports, statistics and other documents.

### Duties and Responsibilities:

- Performs a range of administrative duties often involving material of a confidential nature for the New Roads director and the team. Arranges meetings, sets agendas, takes minutes and is responsible for the correspondence of the New Roads director.
- Provides administrative assistance to the New Roads Team including organizing and attending staff meetings.
- Collects and organizes data for the preparation of reports for funders
- Develops administration procedures including all types of paperwork, control systems, filing, storage, and retrieval of information.
- Help set up systems to track the work of the various areas of programming and implement streamlined methods of completing the work
- Ensures that supplies across the various program areas are ordered and maintained.
- Assists the Site Supervisor in tracking and implementing time sheets as necessary.
- Assists New Roads Team with the more advanced uses of the various Microsoft Office computer programs (Outlook, Excel, Publisher, Word, etc.)
- Performs other related duties as required

### Qualifications:

#### *Education and Experience:*

- Grade 12 plus 5 years senior administrative experience, or an equivalent combination of education and experience.
- Excellent computer skills required.



Hope and Belonging

- Experience providing support for program data capture and research.
- Experience working the charitable sector and an understanding of addictions is preferred.

***Other Skills and Abilities:***

- Highly organized, efficient and self-motivation.
- Excellent writing and editing skills.
- Ability to manage own diverse workload on a day-to-day basis.
- Ability to work under pressure and to deadlines.
- Ability to work on own initiative.
- Knowledgeable of community resources.
- Good interpersonal skills and the ability to display tact and diplomacy.

**Working Conditions**

**Shifts:** Full Time, up to 32 hours per week

**Compensation:** \$20.32 to \$24.27 per hour

**Benefits:** 3 weeks' vacation. Excellent full employer paid benefits after successful completion of 3 months of full-time employment.

**How to Apply:**

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 4:30 p.m. Friday, October 22, 2021 to [careers@ourplacesociety.com](mailto:careers@ourplacesociety.com) or to Our Place Society, Attention Marion Hoadley, HR Director, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote "File #21.89 – Admin Assistant, New Roads" in the subject line.

**Please note: All applications must have a cover letter to be considered.**

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve, and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities