



750 Carnarvon Street, New Westminster, BC V3M 1E7 | Charitable Tax #: 801388547 RR0001
Phone: 604-520-6621 | Fax: 604-520-1798 | www.seniorsservicesociety.ca

Title: Administrative Assistant
Hours of Work: Monday to Friday, 08:30 am to 4:30 pm, 37.5 hours per week
Compensation: \$25 - \$27 per hour.
Probationary period: 4 months

Society Profile:

Seniors Services Society of BC is a non-profit charity located in New Westminster, BC, which provides support services for seniors (60+) in New Westminster to live independently, as well as housing information and navigation services across BC and outreach services for seniors in the Lower Mainland.

Purpose:

Within the vision and mission statements of the Seniors Services Society, the **Administrative Assistant**, reporting to the Senior Manager Administration and Support Services, or the designate, will welcome all clients and visitors and generally ensure that there is strong communication between staff, volunteers and visitors

Salary and Benefits

- Salary based on the applicant's qualifications, experiences and skillsets.
- RRSP contribution matches up to 2% after 24 consecutive months of employment with the Society.
- Paid time off between Christmas and New Year's Day.
- Upon successful completion of probation, the following will be provided:
 - Paid Day off for birthday day, and comprehensive group benefits plan
 - Leave, paid time off

Key Responsibilities:

Reception

- Greet all visitors/clients professionally, provide general information and triage drop-in clients connecting them with appropriate department and/or staff member.
- Operate a multi-line switchboard / VOIP
- Book and set up meeting rooms
- Triage all incoming calls and messages to appropriate department and/or staff member
- Provide brief information about SSSBC programs and refer & connect callers/visitors to services in their community where appropriate
- Crisis prevention/support and de-escalation experience needed
- Process/distribute incoming and outgoing mails daily
- Keep track of staff whereabouts using Outlook Calendar and cancel/modify appointments for staff members who called in sick.



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- Maintain appropriate statistical data for reception logs and social media
- Restock and organize materials in the Office Resource Libraries
- Provide training for all staff on basic reception duties
- Order office supplies and ensure necessary items are adequately stocked
- Responsible for mailing, reporting statistics and administration activities.
- Other duties as assigned by the manager

Accounting/Administration

- Handle Housing Directory inquiries and updates
- Internal Inventory Management
- Bookkeeping/ Petty Cash Reconciliation
- Create and maintain necessary templates and tools for assigned duties
- Provide administrative support when requested by the manager
- Other duties as assigned by the Manager

Technology:

- Microsoft Office 365
 - Calendar Management
 - Outlook
 - Power Point
 - Excel
- ZOOM/TEAMS and NEOPOST mailing system
- Cloud Storage and File Sharing
- Website – Uploading/Removing Content
- SAGE – Accounting software

How to Apply:

Please submit your resume and cover letter via email only.
NO PHONE CALL please.

Seniors Services Society of BC Thank all applicants for their interest; however, only qualified candidates will be contacted for an interview.

Contact:

Linda Geldenhuys
Email: lindag@sssbcc.ca