

FAMILY SERVICES of the NORTH SHORE

Job Posting

Position:	Receptionist / Administrative Assistant (afternoon/evening + Saturday)
Position #:	18-1187
Location:	North Vancouver Office
Closing Date:	May 27, 2018

The Agency:

Family Services of the North Shore is an accredited not-for-profit, community based agency committed to making a lasting and deep impact on our community through counselling, support, education and volunteer programs.

As a valued member of the staff, you will have the opportunity to work for an organization that respects its employees, values work / life balance and provides a workplace where interactions are carried out in a spirit of collaboration, cooperation and communication.

The Job:

As the evening and Saturday receptionist you will be responsible for greeting clients, answering in-coming phone calls, distributing mail, collecting and receipting client fees, updating the Agency's client database system, providing administrative support to various office departments, assisting staff with office equipment and procedures and other related duties.

As the administrative assistant for the Community & Provincial programs, you will be responsible for the timely data entry of all intakes for community programs. You will pull reports from the database and create forms and posters. You will organize and compile client feedback and outcomes surveys. You schedule and take minutes at meeting as well as provide administrative assistance as required to the Director of Community & Provincial programs.

You will work Monday – Thursdays from 12:00-7:30 all year and Saturdays from 9:00-1:00 from September – June (possibly changing to all year in the future).

The Candidate:

The ideal candidate will have:

- A minimum of one year of office experience, preferably as a receptionist.
- Strong Microsoft Office skills, particularly with Excel.
- Strong organizational skills.
- The ability to juggle myriad tasks and situations with flexibility and good humour.
- Experience working with databases and managing data.
- An understanding of the impact of equity and inclusion in the workplace.
- Language proficiency in a language in addition to English is an asset.
- Previous experience working in a not-for-profit is an asset.

Qualifications:

- High school graduation.
- Training in Microsoft office or office procedures.

Family Services of the North Shore is committed to creating a diverse work force. Persons of diverse cultures and backgrounds are encouraged to apply and, if you so choose, to identify yourself as such.

Please respond in confidence with resume and cover letter to:

Kathleen Whyte

Senior Manager of Human Resources

Careers@familyservices.bc.ca

While we thank all applicants for their interest, only short-listed candidates will be contacted.