Administrative Assistant

Location: Pemberton
Nature of position: Casual
Work Hours: Casual, on-call - office hours are Mon-Fri 9:00am-4:30pm, closed 12-1pm

Position posted on: September 10, 2026
Start date: As soon as possible
Compensation: $25.91/hr

ABOUT SSCS:

Founded in 1978, Sea to Sky Community Services (SSCS) is a leading social service provider in BC's Sea to Sky Corridor. We operate within a large geographical area - from Mount Currie to Britannia Beach. We offer 41 programs and services that support and enhance the lives of residents through all ages and stages of life. We help create healthy, connected and diverse communities where everyone can grow, develop and lead meaningful lives.

SSCS is an equal opportunity employer. We are committed to complying with all applicable laws prohibiting discrimination based on race, sex, creed, religion, marital status, age, national origin or ancestry, citizenship, physical or mental disability, medical condition, sexual orientation, political belief, status as a veteran, or any other consideration made unlawful by provincial, federal, or local laws.

The Administrative Assistant provides a variety of secretarial, reception and clerical assistance in an office; prepares correspondence, reports, and other documents; maintains a variety of financial and other records, files and related filing systems.

Qualifications:

1. Grade 12, plus related post secondary courses in secretarial training or office procedures
2. One (1) year recent related experience.
3. Or an equivalent combination of education, training and experience.

Job skills and abilities:

1. Comprehensive and demonstrated working knowledge of computer hardware (including scanners) and software applications including but not limited to, Microsoft Office (Publisher, Word, Excel, Power Point) and a working knowledge of database applications.
2. Demonstrated skills in accounting procedures, secretarial and clerical duties and good organizational skills.
3. Excellent communication skills, both written and verbal.
4. Excellent inter-personal skills.
5. Ability to work cooperatively with a variety of staff, volunteers, professionals and other members of the community.

6. Ability to prioritize assignments, multi-task and to meet deadlines in an extremely busy office environment with constant interruptions.

Responsibilities:

1. Provides word processing, data input and typing support such as correspondence, meeting minutes, forms, client information, updates databases and sends reports as required; drafts routine correspondence such as thank you letters, client appointment letters and internal memoranda.
2. Prepares updates and prints program brochures using a software package. Ensures supplies of up-to-date handouts and resource materials are available.
3. Arranges meetings, schedules appointments and makes travel arrangements; books rooms for meetings. Prepares agendas and takes minutes at meetings as required.
4. Answers telephone and in-person inquiries; routes to appropriate staff members if required. Sorts and distributes incoming mail and processes outgoing mail; operates and troubleshoots a variety of office equipment such as computers, printers, copiers, facsimile equipment.
5. Assists in training staff on use of voice mail and e-mail systems and the agency computer network.
6. Assists the Finance Department in doing various accounting functions such as recording incoming money, issuing receipts, and bank deposits.
7. Performs other support duties related to program areas such as providing information to clients or visitors, assisting with intake /registration and client tracking and checking program requirement documentation for accuracy and completeness as required; compiles data and produces reports and statistics as required
8. Assists in maintaining and updating the organization's files and filing systems.
9. Orders office and janitorial supplies; negotiates purchase price as required.
10. Performs other related duties as required.

Requirements:

1. Criminal Record Search.
2. Signed Confidentiality form.
3. Approved reference check.

Vacation & Leave: Employees accumulate 6% vacation pay on all hours worked in the first and second year of employment. After the first two years of employment, they earn one additional day of vacation per year of service, to a maximum of 35 workdays.

Retirement Pension: When eligible, an employee will be enrolled in the Municipal Pension Plan with a matching contribution by SSCS.

Other Perks: Casual dress, employee events, on-site parking, paid sick days, and more.

Compensation: As per the BCGEU Collective Agreement, the wage is $25.91 per hour.

Apply today: jobs@sscs.ca