



## Administrative Assistant 2 – On-Call

SSCS has an on-call, regular position available for an Administrative Assistant at our main Squamish office.

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.
4. Proof of full Covid-19 vaccination required.

### **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.

As per BCGEU Collective agreement, starting wage is \$20.25 per hour

### **Apply today:**

**E-mail:** [jobs@sscs.ca](mailto:jobs@sscs.ca)