

Advice of Position Vacancy

Date:	May 08, 2024
Position Title:	Administrative Assistant
Posting Number:	2024-29
Salary Range:	\$27.96
Status:	Casual
Closing date:	May 13, 2024 at 9:00am. Please reply to humanresources@drpeter.org

We are currently looking for an Administrative Assistant to join our Operations team on a casual basis.

Position Description and Duties

Reporting to the Manager of Operations or designate, the Administrative Assistant is an important member of the Administration Department as they are often the first point of contact for anyone entering or contacting the Dr. Peter Centre. The Administrative Assistant is not only our receptionist but is also responsible for general day to day office duties and maintaining excellent client, staff and guest relationships. Multitasking and flexibility is a must in order to meet deadlines and to support many operational functions/activities that may occur concurrently or without notice.

Key Responsibilities

The Administrative Assistant is responsible for the following:

- Conducting receptionist duties which includes greeting participants, residents, volunteers and guests as they enter the building, as well as answering the phones/switchboard duties;
- Maintaining excellent relationships with participants, residents, volunteers and staff;
- Responding to client, staff and other requests made at the reception area;
- Responding to general inquiries whether in person, via telephone or email;
- Ordering supplies;
- Filing, photocopying, mailing, faxing and other general office duties;
- Dealing with couriers, delivery drivers and suppliers;
- Word processing and data entry; and
- Performing other related duties as assigned/required.

Required Competencies

The Administrative Assistant must possess the following competencies:

- Patience and flexibility when dealing with people and problems;
- Ability to remain calm under stressful or challenging situations;
- Dedication to providing excellent support and service;
- Flexibility and adaptability;
- Detail oriented;
- Excellent written and oral communication skills;
- Initiative;
- Time management and organizational skills;
- Integrity; and
- Commitment to task/organization.

Education, Qualifications and Experience

The preferred education, qualifications and experience of the Administrative Assistant are:

- Minimum high school diploma or equivalent;
- Proven work experience as a Receptionist, Front Office Representative or similar role;
- Experience with people with mental illness, substance use and/or HIV preferred;
- Hands on experience with office equipment (photocopiers, fax, postage, etc.);
- Proficiency with Microsoft Office Suite and general computer skills;
- Ability to be resourceful and proactive when issues arise;
- Multitasking and time-management skills, with the ability to prioritize tasks; and
- Customer service attitude.

General Working Conditions

This is a casual position with an hourly pay rate of \$27.96. This position requires flexibility and the ability to prioritize workload, and the ability to work in a fast-paced environment where demands and deadlines may change with short notice. Multitasking and flexibility are a must in order to meet deadlines, and to support many operational functions/activities that may occur concurrently or without notice. An understanding of the importance of maintaining the confidentiality of sensitive employee/client information is necessary.

If you have suitable qualifications and experience for this position, please send your resume to humanresources@drpeter.org.



Dr. Peter
Centre

COVID-19 Restrictions.

- Proof of full vaccination status against COVID-19 in British Columbia required.

Note: We thank all interested applicants. Regretfully, we are not able to respond to phone calls or emails, and we are able to respond only to those applicants who are being considered for an interview.