

## PRINCE GEORGE URBAN ABORIGINAL JUSTICE SOCIETY

### EMPLOYMENT OPPORTUNITY: ADMINISTRATIVE ASSISTANT

Reporting to the Finance Manager, the Administrative Assistant also works collaboratively with the Adult Team Lead, to carry out support duties for clients as well as specific Indigenous Court related duties. The Administrative Assistant will provide first point of contact support to clients, and community partners through telephone and face to face contact.

#### REQUIREMENT

The successful candidate will have:

- Office Assistant Certificate and / or demonstrated experience providing office support in a busy office. Efficiency with Word, Excel, Microsoft Outlook, and PowerPoint is critical to maintaining work load, with limited supervision.

#### PRIMARY RESPONSIBILITIES

This position will be responsible for:

- Compiling information, and maintaining monthly statistical report for the *Legal Services Society contract*, as well as ordering materials, and preparing monthly report.
- *Indigenous Court / Elders Justice Council* project: administrative support to maintain confidential information, scheduling of meetings, contacting Elders, recording minutes.
- Providing day-to-day assistance to the executive Director including maintaining appointment calendar, filing; faxing; setting up the conference room for meetings, organizing travel, maintaining an inventory of office supplies and purchasing supplies. In addition, the Administrative Assistant assist in organizing meetings, special events and – or conferences.

#### HOURS OF WORK

Monday to Friday, 8:30am to 4:30pm; one-hour unpaid lunch and 2-15 minute paid breaks.

#### RATE OF PAY

\$20.00 per hour with benefits, after a three- month probation period is successfully met. Paid parking stall is available immediately.

Email resumes with a cover letter to [financesupport@pguajs.ca](mailto:financesupport@pguajs.ca) by February 28<sup>th</sup>, 2019 The anticipated start date will be March 11<sup>th</sup>, 2019

*Pursuant to S.41 of BC Human Rights Code, preference may be given to Aboriginal applicants.*