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ANCIENT SPIRIT, MODERN MIND

**Full Time Position:** Administrative Support Worker

**Location:** Child & Family Wellness, Port Alberni

**Salary:** \$17.56 per hour

**Authority Relationship:** Reports to the Director of Child & Family Wellness

**Function and Job Summary:** The Administrative Support Worker is responsible for providing secretarial, clerical and administrative support in order to ensure that Child and Family Wellness services are provided in an effective and efficient manner with an accurate timely flow of people and information.

### Key Accountabilities

- Greet guests and clients at reception and ensure welcoming and comfortable atmosphere
- Hospitality includes coffee, tea, water preparation and stock inventory
- Turn on phone, check voicemail, relay messages to appropriate person
- Answer phone and direct calls to appropriate person
- Open non-confidential mail and packages (date stamp, record for tracking purposes, and distribute to appropriate person)
- Arrange for couriers & mail delivery
- Work with IT provider to address technology and computer issues
- Photocopy, scan, fax and email documents as requested by team
- File and track correspondence
- Order supplies and track inventory
- Provide team with assistance, as required
- Record meeting minutes, as requested
- Schedule and track meeting room and van
- Interoffice pick-up/drop-off daily (includes POs, cheque req's, etc.)
- Maintain confidentiality at all times
- Provide administrative support to the Social Services Implementation Task Force
- Ensure front entrance area is clean at times; clean front windows, sweep reception area and hallways, ensure soap and hand towel dispensers are refilled, wash dishes in kitchen area, ensure bathroom is tidy
- Follow all COVID19 safety and cleaning precautions
- Other duties as assigned

### Operational Requirements

- Valid Class 5 Driver's License
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends

- Successful background checks, employment verification, criminal records checks, reference checks, and education/credential verification

### **Education and Experience Requirements**

- Office Administration certificate is preferred or comparable certificate
- 2+ years' experience in the field of administrative support, ideally in a First Nations environment
- Ability to use Microsoft programs such as outlook, word, excel, teams (or zoom) and power point.
- Excellent oral and written communication skills
- Demonstrated ability to work independently and as part of a team
- Ability to work in a performance-focused, fast-paced environment in alignment with the HFN's values, culture and business goals

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to [HR@huuayaht.org](mailto:HR@huuayaht.org) by fax 250-728-1222 or mail Att: Human Resources Manager, 3483 3<sup>rd</sup> Ave, Port Alberni, BC, V9Y 4E4. Please quote Administrative Support Worker Job Posting. Closing date for this position is November 27, 2020 at 4:00 pm.