

EMPLOYMENT OPPORTUNITY

The Salvation Army
BC Division

POSITION: **Administrative/Accounting Assistant**

FACILITY: **Metrotown Community Church**

Burnaby, BC



Giving Hope Today

RESPONSIBILITIES:

- Drafts and types correspondence (e.g. letters dealing with administrative issues, dictation, acknowledgements); checks typing for accuracy, sorts and prioritizes typing assignments within general guidelines; researches and responds to difficult enquiries on behalf of the supervisor
- Performs general office duties such as answers and screens telephone calls and directs enquires and answers inquires; greets and escorts visitors; files documents electronically or manually; photocopies and distributes materials as requested; and sends and receives fax/email material as requested; resolves routine inquiries
- Handles and ensures the protection of extremely confidential and sensitive employee/Officer, client and or program files
- Builds and maintains databases (volunteer information,/contact lists, inventory, hours worked); maintains input into the Salvation Army Management Information System - S.A.M.I.S.
- Drafts and prepares presentations, brochures, fliers, advertisements, invitations and certificates subject to supervisory approval (e.g. power point presentations)
- Schedules meetings, prepares agenda, and takes minutes; types and circulates minutes
- Opens and distributes in-coming mail and processes out-going mail including materials of a confidential nature; receives parcel(s) and distributes to the appropriate person(s)
- May order all stationery supplies and maintains adequate office supplies and other supplies as needed (e.g. kitchen or lunchroom supplies); may maintain postage meter supply; may arrange for maintenance of office equipment
- Prepares and receives all paper work for various projects and processes (e.g. community service orders, ministry unit annual reviews)
- May schedule or keep track of supervisor's calendar.
- Will handle and reconcile petty cash, process bills, and write receipts for donors
- May recruit, coordinate and assign work of support staff
- Makes decisions on routine and urgent administrative matters in the absence of the supervisor
- Performs other duties as assigned

QUALIFICATIONS:

The successful job applicant will have completed High School, plus specialized courses of up to six (6) months.

Second language would be an asset (Mandarin/Cantonese/Korean)

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The successful applicant will hold/have:

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army

- (Business Administration) Community Administrative Assistants certification/designation
- Accounting certificate

The incumbent must have the following experience before hire:

One to three years of prior related experience, including, experience dealing with office equipment and tools, and senior administrative/secretarial experience.

SALARY/GRADE: Grade 9 – 20 hours per week

This is temporary position from October 2012-March 31, 2013

Interested applicants must respond in writing by September 28, 2012 to:

Captain Lisa Trickett
EMAIL: Lisa_trickett@can.salvationarmy.org

We thank all applicants, however, only those candidates to be interviewed will be contacted.

PLEASE NO PHONE CALLS