

## Job Description

**Title:** Office Administrator

**Hours of Work:** Monday to Friday 8:30 to 4:30, 37.5 hours per week

**Probationary period:** Three Months

### Agency Profile:

Seniors Services Society is a non-profit agency located in New Westminster, B.C. which provides support services for seniors in New Westminster to live independently, as well as housing information across BC and outreach services for seniors in the Lower Mainland.

### Purpose:

Within the vision and mission statements of the Society, the **Office Administrator**, reporting to the Executive Director will provide support to the Executive Director, and act as the lead for the administrative business and physical operations of the Society.

### Responsibilities Include:

#### *Communication/Education:*

1. Oversees the creation and publishing of Society newsletters, promotion, marketing and advertising.
2. Responsible for website content and maintenance
3. Responsible for accuracy and currency of the web-based Seniors Housing Directory of BC
4. Liaise and support other communities, health authorities, seniors groups and others by sharing, distributing agency information and aging resources
5. Responsible for updating in house library resource materials including print and video

#### *Society:*

6. Attend, plan and prepare for Staff, Board and Board Sub-Committee meetings.
7. Keeps board member lists up to date and circulated as necessary.
8. Maintains board and administration policy manuals.
9. Responsible for all records pertaining to society membership including membership renewal.
10. Responsible for planning the AGM and all related materials on behalf of the Society.

#### *Office Administration:*

11. Supervision of office Receptionist and volunteer receptionists.
12. Orientation of new staff and board members.
13. Responsible for general cleanliness and safety of office environment.
14. Responsible for maintaining the implementation of all information and communication technology within the Society.
15. Maintain program and office statistics.
16. Provide administrative support to the Building Managers Workshops, Housing Counsellor Training and other SSS led entities and projects.
17. Processes/distributes incoming mail including faxes; assists with packaging and metering of outgoing mail.
18. Maintains an inventory and organizational system for office and kitchen supplies, and as authorized, make orders/purchases as needed.
19. Oversees issuing of keys, security matters, office maintenance and liaises with office cleaners.

20. Maintains operational filing systems, manuals and databases.
21. Responsible for staff and volunteer engagement and recognition.

### **Qualifications**

- Post-secondary education with a certificate or diploma in Executive Office Administration or 3+ years of equivalent work experience within the not-for-profit sector.
- Excellent written and oral communication skills.
- Superior organizational skills with the ability to multi-task, prioritize workloads, and meet deadlines.
- Advanced computer skills for Microsoft Office (Word, Excel, Access, PowerPoint, Publisher and Outlook).
- Advanced knowledge of the Society Act and Board Governance process.
- Must be able to work both independently and as a member of a team
- Ability to use discretion and maintain strict confidentiality

This is a full time Contract from November 28 to April 5, 2013 (*17-month contract*)  
- 37.5 hours per week, Monday to Friday, 8:30am - 4:30pm

Rate of pay will be determined based on applicant's education, skill, and experience. Salary \$18-\$21/hour

Please submit your resume and cover letter via fax or e-mail only, **NO PHONE CALLS PLEASE.** Only qualified candidates will be contacted for an interview.

### **To Apply:**

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