



## External Employment Opportunity

*We are inviting applications for a  
Office Administrator*

<b>Posting:</b>	#2020-022
<b>Posting date:</b>	August 26, 2020
<b>Hours of work:</b>	21 hours per week (scheduled Monday-Friday)
<b>Job title:</b>	Office Administrator
<b>Classification</b>	Excluded
<b>Start date:</b>	immediately
<b>Submit resume to:</b>	<a href="mailto:hr@archwaysociety.ca">hr@archwaysociety.ca</a>

**Our Mission:**

*We are leaders in empowering women, children and families to live with dignity and respect, free from domestic and sexual violence.*

**Our Vision:**

*We will have a strong team working in a well-resourced environment that supports the development and empowerment of women in our community. We will be a leader in ending abuse for everyone in the North Okanagan.*

The Archway Society for Domestic Peace provides a wide range of supportive services for survivors of domestic and sexual violence. We provide shelter, counselling, child and youth advocacy, outreach services, and collaborative community projects. We strive to retain a grassroots atmosphere of women helping women. Our work environment is casual and based on a commitment to participatory and collaborative team work.

**Job Summary:**

The Office Administrator is responsible for responding to inquiries from clients, visitors and staff, and directing them appropriately. Duties include a range of administrative, clerical, and technical services to support the day to day business operations of the Society.

**Qualifications:**

**Education, Training and Experience**

- Advanced MS Office experience for report preparation and document layout.
- Advanced Adobe experience for developing and editing pdfs and forms
- Experience troubleshooting desktop, laptop and miscellaneous IT related device performance and software issues.
- Three (3) years recent related experience
- Certificate in Business or Office Administration, or an equivalent combination of education,



training & experience.

**Knowledge, Skills & Abilities:**

- Knowledge of office operation and general office duties.
- Comprehensive knowledge of various word processing, spreadsheets, databases and other application software and web based applications.
- Ability to handle sensitive and confidential information.
- Ability to apply tact and diplomacy in dealings with others.
- Ability to function independently and frequently under pressure, in an often chaotic environment, while managing multiple projects and deadlines.
- High degree of attention to detail.
- Excellent organizational, verbal and written communication skills.
- Strong cultural competency and socially inclusive practice.
- Understanding of and commitment to work from a feminist perspective.

**Key Responsibilities and Duties:**

1. Performs a range of administrative and clerical duties often involving material of a confidential nature.
2. Answers and responds to telephone, email, and in person inquiries from clients and the general public. Greets visitors and new clients and directs them as necessary.
3. Monitors visitors in the waiting room and maintains security awareness.
4. Provides clerical and administrative support to the leadership team along with the accounting and human resources departments and counseling programs, including agency statistics, maintaining org charts, bank deposits, job postings, employment letters, etc.
5. Drafts routine correspondence such as letters and internal memoranda. Also responsible for agency newsletter and archival information.
6. Inputs, edits and retrieves data. Prepares reports, presentation materials, forms and templates etc. using a variety of software.
7. Arranges meetings, organizes conferences, seminars and other such events which include arranging participants, booking meeting rooms, arranging for supplies, etc. Prepares agendas, supporting material for distribution, and takes minutes at meetings as required.
8. May assist with or participate in various public relations activities/events as required.
9. Makes travel arrangements for senior management, as requested.
10. Sorts and distributes incoming mail and processes outgoing mail/deliveries.
11. Distributes and posts printed information for clients, families, staff and others.
12. Maintains and updates filing, inventory, mailing lists, registers and/or other records.
13. Coordinates and tracks movement and management of confidential files to off-site storage.
14. Maintains Board of Directors orientation binders, prepares meeting agendas and materials, and updates Board governance policies as directed.
15. Monitors changes to the Societies' Act and informs supervisor of changes.
16. Maintains the Society's membership database and prepares correspondence for members.



17. Operates a variety of office equipment such as computers, printers, copiers, facsimile equipment, multi-line switchboard and postage meter.
18. Coordinates the maintenance of office equipment.
19. Maintains security access codes and liaison with security provider.
20. Provides support to staff in the use of computer systems and software applications. Performs simple diagnosis and resolution, demonstrates and explains program functions, and provides suggestions on trouble shooting.
21. Liaises with the Agencies' IT Service Provider; is the secondary contact for service.
22. Serves as the Secretary on the Health and Safety Committee.
23. Handles simple cash transactions such as collecting payments, issuing receipts, and maintaining petty cash in accordance with established guidelines.
24. Provides building orientation to new staff.
25. Ensures that office, meeting room, kitchen, and other areas are maintained in a clean and tidy manner.
26. Manages the inventory of office supplies, cleaning supplies, kitchen items and other supplies necessary for office operation.
27. Maintains inventory of brochures, business cards and other relevant documents and monitors distribution of agency promotional materials.
28. Develops and recommends new/revised office procedures and practices. Monitors and ensures approved organization policies, practices and procedures are followed. May participate in the planning and implementation of administrative systems in discussion with management.
29. Performs other related duties as assigned.

**Additional Information:**

- A Criminal Record Check for working with children and/or vulnerable persons.
- A valid driver's license and availability of a personal vehicle in good operating condition required to run Agency errands and set-up for meeting and preparations.

**To Apply:**

Please submit resume with cover letter to [hr@archwaysociety.ca](mailto:hr@archwaysociety.ca), quoting **Competition # 2020-022** in subject line.

**Posting will remain open until filled**

*While we appreciate all applications, only candidates selected for an interview will be contacted.*