



Employment Opportunity

We are inviting applications for a
Office Administrator
Location – Vernon

Posting:	#2022-015
Posting date:	August 24, 2022
Hours of work:	4-5 days/week (negotiable); 8:30am-4:30pm
Pay rate:	\$27-\$30 / hour
Submission Deadline	Open until position is filled
Start Date	Immediately
Submit resume to:	hr@archwaysociety.ca

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

At Archway Society for Domestic Peace, we are committed to the development and empowerment of women, children and families in our community. We are a purpose-driven organization with a shared sense of belonging, working collaboratively within a feminist framework to create a safe space that respects and supports the traditions, rights, choices and voices of all staff.

We offer competitive wages, a generous benefits package that includes employer-paid extended health and dental benefits, pension plan, a flexible work schedule and a supportive team environment where we foster respect, trust connection and collaboration.

Come join us! Create a better world, do purposeful work, have an impact and join a team that supports you and allows you to flourish.

Job Summary:

The Office Administrator is a specialized position within our organization that not only has solid office and organization skills, but is also the key first point of contact for people connecting to our agency. The position requires someone who has a naturally positive attitude and warm demeanor as well as a high degree of emotional intelligence. The Office Administrator is responsible for providing administrative support to Archway staff and programs and responds to inquiries from clients, visitors and staff, and directs them appropriately. The Office Administrator ensures Archway programs and services run smoothly by creating or improving office processes and implementing communication procedures. 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 and Adobe.

- 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:

- 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.
- Excellent organizational, verbal and written communication skills.
- Strong cultural competency and socially inclusive practice.

Key Responsibilities and Duties:

1. Provides clerical and administrative support to the leadership team, Finance and Human Resources departments, and counseling programs, 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. Maintains agency statistics, updates org charts, tracks job postings, coordinates interviews, generates employment letters, revises/reformats program forms, etc.
4. Responsible for the creation of the quarterly agency Newsletter.
5. Maintains Board of Directors orientation binders, prepares meeting agendas and materials, and updates Board governance policies as directed.
6. Maintains security access codes and liaison with security provider.
7. 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.
8. Liaises with the Agencies' IT Service Provider; is the secondary contact for service.
9. Maintains petty cash, performs bank deposits and bill payments.
10. In coordination with Finance, reconciles monthly donation revenues and prepares tax receipts
11. Serves as the Secretary on the Health and Safety Committee.
12. Provides building orientation to new staff.
13. Ensures that office, meeting room, kitchen, and other areas are maintained

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.
- Archway Society has an Accredited Facility Dog in the Community Programs and the canine may be present in meetings attended by the person in this position.

To Apply:

Please submit resume with cover letter to hr@archwaysociety.ca quoting **Competition # 2022-015** in subject line.

For a complete list of job duties, please visit <https://archwaysociety.ca/career-opportunities/>