



Boys & Girls Clubs



Big Brothers Big Sisters

Boys & Girls Clubs Big Brothers Big Sisters
of Edmonton & Area

A good place to be | start something

Service Delivery Administrative Assistant

Boys & Girls Clubs Big Brothers Big Sisters of Edmonton & Area is an organization that believes in the promise of all children. Our team works with community volunteers, partners and other supporters to create safe environments for children to be between school and home and to provide caring mentoring relationships for children and youth. In 2014, we expect to support nearly 5,000 kids and their families through a variety of programs.

Boys & Girls Clubs Big Brothers Big Sisters is seeking individuals interested in the following position(s):

Competition Number: SDAA1114 –Service Delivery Administrative Assistant

Position(s) Available: One (1)

Status: Temporary, Full-Time contract until April 30, 2015 with the possibility of extension

Salary Range: \$34,948.74 – \$38,576.87 annually

The key responsibilities of this position will include:

- Overall administrative support including reception, e-mail correspondence, department assistance and customer service.
- Complete record keeping and file maintenance for the department including storage, retrieval and purging.
- Ensure all terminated files correspond with accurate information in the database.
- Organize ticket distribution list for donated ticket event opportunities.
- Assist with data entry for the service delivery department.

The successful candidate will have:

- A minimum of 2 years' experience with involvement in an administrative role
- Experience providing excellent customer service
- Proven proficiency in Microsoft Office applications particularly Word, Excel and Outlook programs.
- Excellent knowledge and experience working with data base programs and file processing.
- Demonstrated good communication skills (written and oral).
- Ability to manage time effectively and be results oriented and have attention to detail
- Diploma or related administrative certificate an asset
- A valid driver's license and vehicle is an asset
- The ability to work two weekday evenings until 9 pm

Candidates must be capable of performing independently as well as part of a team environment and have excellent interpersonal skills.



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Boys and Girls Club Big Brothers Big Sisters of Edmonton & Area really is “a great place to be”. In addition to a competitive salary, we offer a supportive work environment, excellent benefits package and rewarding career opportunities.

Please forward your resume quoting the competition number **SDAA1114** by 5 pm November 4, 2013 to:

Attention: Human Resources
E-mail to angie.undheim@bgcbigs.ca

No phone calls please. All applicants are thanked for their interest; however only those selected for an interview will be contacted.