



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

A good place to be | start something

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 2017, we expect to support over 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: AA1117 – Administrative Assistant

Position(s) Available: One (1)

Status: Temporary, Full-Time contract (37.5 hours per week) until May 31, 2018

Salary Range: \$36,005– \$39,742 annually

The key responsibilities of this position will include:

- Overall administrative support including reception, data entry, e-mail correspondence, department assistance and customer service.
- Providing administrative support to all department managers and their teams.
- Maintain filing systems, databases and electronic data management.
- Coordinating the maintenance of office equipment including the photocopier, telephone switchboard and postage machine.
- Overseeing the inventory of supplies, equipment, and/or services ordering, maintain and monitor office and cleaning supply inventory levels and place orders as required.
- Assisting in office administration and maintenance including interacting with suppliers.
- Maintaining an overall basic knowledge of agency activities and program opportunities for children and youth.

The successful candidate will have:

- A minimum of 2 years' previous experience in an administrative role
- Experience providing excellent customer service
- Proven proficiency in Microsoft Office applications particularly Word, Excel and Outlook programs. Knowledge of working with data base programs is an asset.
- 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 is an asset
- A valid driver's license and vehicle is an asset

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 listed by **December 13th, 2017** to:

Attention: Human Resources
E-mail to kera.iwanyshyn@bgcbigs.ca

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