



Administrative Assistant

Position Start Date: immediately
Position End Date: ongoing
Posting closes: open until filled

Position Available: The Oaklands Community Association is looking for a part-time administrative assistant to provide administrative and clerical support to ensure the efficient and organized operation of the organization. This is a 20 hour per week position with the potential of a longer working day depending on the needs of the organization, reporting to the Programs Coordinator. Some flexibility in shift start and end times will be required.

Duties will include:

- Reception duties including in-person enquiries and phone calls
- Program and event registration including processing client information and payments
- Perform data entry functions for new software systems including DASH and Sandbox
- Maintain, tidy, and organize reception area and program space
- Maintain accurate filing systems
- Oversee, order, distribute and maintain office supplies/supply inventory
- Other duties similar in scope and complexity

All applicants must have/be:

- Grade 12 or equivalent
- Minimum one year clerical and customer service experience
- Proficient in Microsoft Office Suite
- Knowledge of office management systems and procedures
- Excellent customer service and communication skills
- Current First Aid and CPR certification

Rate of Pay: \$15 per hour

Apply to:

Erin Henneberry
Programs Coordinator
#1-2827 Belmont Avenue
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Email: programs@oaklandsca.com