



JOB TITLE: Receptionist / Administrative Assistant (18 Month Contract)
REPORTS TO: Chief Financial Officer
PURPOSE: Provide administrative support for staff and the public
COMPETITION #: 2018-07
CLOSING DATE: January 31, 2019
LOCATION: Nanaimo, BC

PRIMARY RESPONSIBILITIES:

The primary responsibilities of this position include, but are not limited to, general reception duties, resource request processing, office administration, conference coordination, filing, document control and general office upkeep.

SPECIFIC ACCOUNTABILITIES INCLUDE

Reception: Front desk, reception, management of all incoming/outgoing phone calls, couriers and mail:

- Answering incoming phone calls and handling questions and enquiries or transferring to appropriate staff member if required
- Greeting visitors, assisting and answering questions and directing / escorting them to the correct staff member
- Ability to effectively handle confidential information
- Administering safety orientations for visitors
- Maintaining electronic & hardcopy contact lists, calendars, appointment bookings and bookings for the Council's conference rooms and conference call facilities.
- Monitoring and ordering office supplies
- Arranging temporary use of office space with visitors. Providing some backup in the absence of other administrative staff
- Maintaining staff whereabouts and daily posting via email and intranet
- Sorting and filing as required
- Other duties as assigned

Conferences: Coordination of staff members attending conferences

- Coordinating attendance
- Registering participants
- Booth registration
- Booking hotels
- Material organization
- Assisting with travel

Filing and Documentation:

- Fax, scan and copy documents as required
- Maintain office filing and storage systems
- Update and maintain internal phone list
- Document control of safety management system records

Office Upkeep:

- Monitor and maintain office and kitchen supplies inventory
- Stock and check operation of copiers
- Ensure the upkeep of the office and kitchen in terms of cleanliness and orderliness

Administrative Assistant:

- Administrative support to Management and other staff members
- Scheduling on and offsite meeting locations, making catering arrangements and preparing materials for meetings. Setting up before, and cleaning up after, in-house meetings, as requested
- Assist with maintaining various databases as requested including; recording, scanning, linking and documenting
- Assist with formatting, editing and creating correspondence reports, and other such documents as requested
- Processing and handling all resource material requests for stickers, posters and safety information packages
- Maintaining SWAG inventory and ensuring adequate supplies
- Other duties as assigned

SKILLS AND EXPERIENCE

- 3+ years of previous office experience working in a similar role in a fast-paced environment
- Demonstrated initiative and results oriented
- Strong written and oral communication skills
- Ability to multitask and collaborate in a busy team-oriented work environment
- Creative problem solver with the ability to address issues quickly, independently, balanced with judgment to escalate issues as needed
- Strong attention to detail and dedication to accurate and high-quality work
- Strong proficiency in Microsoft Office, Outlook, Word, PowerPoint, Excel and SharePoint

DESIRABLE ATTRIBUTES

- A positive, flexible, enquiring and energetic approach to work
- Professional demeanor
- Ability to work well with others and be part of a team
- Knowledge of forestry and health and safety considered an asset, but not required

Please send your resume to the attention of: careers@bcforestsafe.org