



## **Administrative Assistant**

**Burnaby, BC**

*We are a not-for-profit agency working with Children, Youth and Families and are seeking a self-motivated, detail-oriented, full-time Administrative Assistant to join our collaborative team in our Burnaby office location. As the successful candidate, you are aligned with our values, can multitask and have exceptional communication skills. Under the direction of the Office Manager, the Admin Assistant will be responsible for maintaining the organization's files and spreadsheets, providing support to the Leadership team, and processing payroll on a semimonthly basis, among other duties. This person is an integral member of the St. Leonard's team and is required to have a commitment to the vision, mission, and values of the organization.*

### **Key Duties and Responsibilities of Admin Functions and Payroll Processing:**

1. Provides a variety of administration and receptionist duties: answers phone, emails and/or in person inquiries and directs to appropriate staff members; sorts and distributes incoming mail and prepares outgoing mail, when needed; operates a variety of office equipment i.e. computers, postage machine, printers, copier with scanning and fax capabilities.
2. Maintain personnel files in line with all relevant legislation with MCFD guidelines, MCFD Hub Criminal Records, CARF accreditation guidelines, Employment Standards, and any other related legislation.
3. Collect, analyze statistical data, maintain spreadsheet and data and may be asked to participate in metrics, trends and reports.
4. Be familiar with ADP Workforce Now for payroll and HR functions would be an asset.
5. Inputs payroll twice per month or provides backup to Office Manager, as needed.
6. Provides backup with payroll issues.
7. Processes payroll runs and checks for accuracy of input. Distributes payroll sheets to program locations via internal pick-up procedures.
8. Completes, verifies, reconciles and process forms, documentation, payroll sheets and expense forms, as needed. Provides excel spreadsheets, word processing and typing support.
9. Maintains and updates the organization's files and filing system i.e. personnel and payroll files.
10. Assist other agency programs as needed, i.e. spreadsheets, statistics, etc.
11. Determines and orders office supply, when needed.
12. Performs other support duties related to program area i.e. provide information to clients or visitors, check program requirement documentation for accuracy and completeness.
13. Might be required to pay bills and write manual cheques using Quickbooks for Accounting, if needed by the Director of Finance or Office Manager.
14. May need to provide direction to staff inquiries.

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15. Performs other related duties as required.
16. Duties and responsibilities may change as needed by the agency.

### **Experience and Qualifications**

- 2 or more years of admin office experience or a similar role with 1+ years of post-secondary with focus on business administration or a combination of both.
- Experienced in various functions of an office setting,
- Intermediate skills in Microsoft Office with the focus on Excel.

### **Personal Characteristics and Requirements**

- Results-oriented professional with a high degree of initiative, time management skills and being able to prioritize and meet deadlines.
- Open-minded, enthusiastic, and must possess a positive attitude and an ability to work in a diverse group.
- Proven experience handling highly confidential and special information, including sensitive, strategic and organizational issues.
- Effective and clear oral, written, listening and telephone communication skills.
- Experience with Sharepoint, sharing documents, and use of Office 365 including Teams.
- Strong computer skills (e.g. Excel, Word, Power Point, etc.).
- Familiarity with ADP's WorkforceNow Payroll System.
- Vulnerable Sector Police Clearance (Ministry of Public Safety and Solicitor General) required and maintenance of clearance requirements during the course of employment.
- Fully vaccinated.

### **Salary and Benefits:**

Competitive salary depending on experience – Range \$28.00 - \$30.00 per hour  
We provide an attractive benefits package that includes vacation and sick time after completing 3 months' probation, 100% employer paid extended medical and dental benefits, company pension after completion of one year of service.  
Permanent, full-time salaried position working 35 hours per week.

**St Leonard's Youth and Family Services Society** (dba STLEO) is a not-for-profit organization in the Lower Mainland in BC serving children, youth, and families in need. STLEO has been providing the community with social service programs since 1967.

*We thank all applicants, however, only candidates selected for an interview will be contacted.*

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