



## Administrative Assistant 2

Competition #: 2023 – 01 (Internal and External concurrently)  
Start Date: As soon as possible  
Pay Rate: Grid Level 7 starting at Step 4 ( \$ 25.19 hour)  
Job Type: Full-Time or Part Time (working hours will be negotiated)  
Location: Main Office, #223- 30316 56Ave., Langley, BC  
Reports to: Director of Operations  
Closing Date: January 20, 2023 (by 4: 00pm)

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### Job Summary:

Creates a welcoming environment for women, children, youth, and visitors upon arrival to the main office; provides a variety of reception and clerical assistance; prepares correspondence, reports, and other documents; and maintains a variety of records, files, and related filing systems

### Key Duties and Responsibilities:

- Provides administrative/clerical support to management and other staff.
- Performs data input and typing support, from rough draft or general instruction, to prepare correspondence, meeting minutes and agendas, forms, client information, thank you letters, and internal memoranda.
- Answers phone and/or in person inquiries and routes to appropriate staff member if required.
- Responds accurately and in a timely manner to routine enquiries with regard to the organization and services provided.
- Sorts and distributes incoming mail and processes outgoing mail.
- Assists with receiving incoming donations, issuing tax receipts, and supporting data entry.
- Performs general data entry; maintains and updates filing, inventory and mailing lists.
- Operates a variety of office equipment such as computers, printers, copiers, facsimile equipment, multi-line switchboard, and postage meter; coordinates the maintenance of office equipment; orders office and program supplies; negotiates price as required.
- Processes Membership applications and maintains Membership records
- Handles simple cash transactions such as collecting payments, issuing receipts, and maintaining petty cash in accordance with established guidelines.
- Performs other related duties as required.



**Qualifications:**

- Grade 12 or equivalent, plus related post-secondary training
- At least two-years recent related experience or an equivalent of education, training, and experience.
- Knowledge of Microsoft Office 365, with a high level of proficiency in Word, Excel and Outlook.
- Excellent judgment in setting priorities, problem and solution identification.
- Ability to manage multiple demands concurrently under tight timelines.
- Familiarity with non-profit social services, or related work environment.
- Understanding of violence against women and children, intersectional feminist perspective.
- Flexible, with good organizational skills, positive attitude, conflict resolution skills, initiative, tact, and ability to establish good boundaries, and prioritise, in a fast-paced crisis-oriented environment.
- Some lifting required.
- Class 5 Drivers licence and access to a reliable vehicle.

**Additional Information:**

- Ishtar Society is a BCGEU unionized workplace. This position requires Union membership.
- Additional working hours, including evening hours may be required from time to time

[Ishtar Women's Resources Society](#) is the oldest transition house in British Columbia and has been providing a safe space in the Central Fraser Valley since 1973 for women facing abuse. As we ground our work in anti-oppressive, intersectional feminist practice, we are committed to hiring women who reflect the women who access our services. Ishtar honour and respects the diverse cultures, identities and knowledge among the communities in which we live and work. We work to provide a healthy, safe, and inclusive workplace where respect and diversity are recognized assets. As such, we invite Indigenous women (including First Nations, Inuit, and Métis women) to apply, and we welcome applications from self-identified women of all races, ethnic origins, religions, abilities, languages spoken, lived experience, and sexual orientations.

Please send a cover letter describing how you meet the qualifications of this posting together with your current resume to: [employment@ishtarsociety.org](mailto:employment@ishtarsociety.org). **Subject line should include "2023-01-Administrative Assistant 2"**. No phone calls please.

We thank all candidates for their interest; however, only those applicants selected for an interview will be contacted