

Position Title: Administrative Assistant

Location: Langford, BC

Position Reports to: Administrative Coordinator – Lower Mainland

Position Summary:

TCS is seeking a part-time Administrative Assistant to join our progressive team in our Langford location. TCS is a dedicated organization in the social services sector, committed to enhancing the quality of life of the individuals we serve. Our caring staff is our greatest asset in advancing our innovative and creative practices.

Primary Responsibilities & Duties:

- Provide administrative support to management and other staff
- Performing payroll audits to ensure accuracy of timesheet entries and schedules
- Set up and maintain manual and computerized information filing systems
- Reconciliation and data entry of employee expenses
- Greeting all visitors in a professional and friendly manner, via. telephone or on-site

Skills & Qualifications:

- 2 years previous knowledge in Office Administration
- Proficiency in Microsoft Office programs; such as Word, Excel, & Outlook
- Excellent communication & interpersonal skills
- Computer literacy, including use of computer word processing and database software.
- Attention to detail and problem-solving skills
- Exceptional time-management and the ability to multi-task

TCS offers a fun and flexible work environment that motivates our employees to come to work each day. This position works at around 20 hrs per week and offers company-paid benefits, competitive wages, a casual office environment, and the opportunity to make a difference.

The closing date for applications is May 11th, 2021

Please, send resume and cover letter to Deanna Samra at: dsamra@tcsinfo.ca