



Empowering lives, enriching communities, transforming futures.

## Administrative Assistant (Prince Rupert)

TCS is seeking a part-time Administrative Assistant in our Prince Rupert office.

For more than 30 years, Thompson Community Services (TCS) has successfully met and exceeded the needs of people with a range of developmental disabilities. At TCS, our dedicated staff is constantly evolving to be at the forefront of service to individuals, families, and communities. Fundamental to our purpose is the selection and support of committed staff members.

### Primary Responsibilities & Duties:

- Reception of in-person visitors and callers.
- Email management.
- Shipping and receiving of mail and parcels.
- Maintaining office systems and supplies, facility resources, IT resources, etc.
- Supporting regional staff with ShareVision case management system.
- Providing administrative support to the Prince Rupert management team, primarily in relation to hiring and onboarding staff.
- Entering data, uploading documents and pulling reports; and generating schedules and auditing rosters; using Payworks.
- Receiving, checking and compiling information for the region for other departments- Continuous Quality Improvement, Contracts, Finance, Payroll, etc.
- Registering and communicating out to staff regarding training.

### Skills & Qualifications:

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

This is a part-time (24 hours per week) excluded position based in Prince Rupert with a starting hourly wage of \$25.39 per hour.