



Position Title: Administrative Assistant

Location: Langford, BC

Position Reports to: Manager of Administrative Services & Regional Director

Position Summary:

TCS is seeking a part-time Administrative Assistant to join our progressive team in our Victoria (Langford) office. 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:

- Provides administrative support to management and other staff
- Performs payroll audits to ensure accuracy of timesheet entries and schedules
- Sets up and maintains physical and electronic document filing systems
- Reconciliation and data entry of employee expenses
- Greets all visitors in a professional and friendly manner, via. telephone or on-site

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

TCS offers an inclusive, positive and flexible work environment that motivates our employees to come to work each day. This position is 22.5 hours per week and is based in Langford. It offers company-paid benefits, a defined benefit pension plan through the Municipal Pension Plan, competitive wages, casual office environment and the opportunity to make a difference.

Open until filled

Please send resume and cover letter to: bclayton@tcsinfo.ca