



## Notice:

### **Posting #E035-30 Full Time Temp Administrative Assistant – New Westminster (Temporary position with possible extension)**

Lookout Housing and Health Society is a charitable organization and social safety net that provides housing and a range of support services to adults, with low or no income, who have few, if any, housing or support options. As the people we serve have challenges meeting basic needs and goals, we place minimal barriers between them and our services. We believe that helping people help themselves is essential in addressing homelessness and all the issues that surround it. Securing appropriate housing is the first and most essential step in achieving responsible independence for individuals. For more information about Lookout, please visit [www.lookoutsociety.ca](http://www.lookoutsociety.ca)

#### **Position Summary**

Reporting to the Manager of Administration, the Administrative Assistant provides first point of contact to the general public and offers administrative support to Lookout's leadership team. This position screens and prioritizes incoming calls and requests; maintains accurate personnel filing, record keeping and other office systems; assists with Society centralized purchasing; organizes and monitors feedback and incident systems; arranges meetings; composes correspondence; collects statistics and ensures accurate documentation. Salary will be negotiated depending on experience and qualifications and includes a benefits and pension plan. The schedule for this position is Monday through Friday with a 40-hour work week. This position is exempt from the Union.

#### **Qualifications:**

- Post-secondary education equivalent to two years of study
- Two (2) years of recent related experience
- One (1) year of experience working in a non-profit environment or an equivalent combination of education, training and experience is considered an asset
- **Must pass a satisfactory Criminal Record Check**
- **Must have two doses of COVID 19 Vaccine**

#### **Skills and Abilities:**

- Demonstrated communication skills both verbal and written
- Ability to manage high workload with multiple priorities
- Ability to work during significant level of interruptions
- Excellent planning and organizational skills
- Proven ability to write correspondence on a variety of topics
- Demonstrated ability to research and analyze; investigate and resolve issues and recommend solutions
- Proficient in the use of computers and computer software including but not limited to Microsoft Office programs including Outlook, Word, Excel, and PowerPoint

*Lookout Housing and Health Society is committed to empowering people from different races, gender, age, religion, identities and unique experiences. We welcome everyone from diverse backgrounds and encourage them to apply in order to foster an inclusive environment.*

**TO APPLY: Submit cover letter and resume to [lisa.mock@lookoutsociety.ca](mailto:lisa.mock@lookoutsociety.ca)**

**CLOSING DATE: March 24, 2023 @ 17:00 hrs.**

Please note only shortlisted candidates will be contacted.