



# Quesnel & District Child Development Centre

## ADMINISTRATIVE ASSISTANT – PERMANENT FULL-TIME

**JOB TITLE:** Administrative Support 3  
37.5 hours per week – Monday to Friday

**TERM OF POSITION:** Permanent Full Time – Single Site

**START DATE:** July 12, 2021

**JOB SUMMARY:** The Quesnel & District Child Development Centre, a registered charity with up to 30 employees, is searching for an Administrative Assistant to perform secretarial and receptionist duties related to the operation of the Child Development Centre. The successful candidate will have an Office Administration Certificate, possess knowledge of general office procedures, and use standard office information technology. The AA will greet clients, answer phones, handle program correspondence, maintain electronic client records, prepare receipts, order and receive supplies, maintain reporting statistics, and other duties as required.

### QUALIFICATIONS:

1. Grade 12
2. Graduation from an Office Administration Certificate Program
3. One-year related experience or an equivalent combination of training and experience
4. Effectively communicates both verbally and in writing
5. Plans, organizes, and prioritizes time and responsibilities independently as well as in cooperation with others
6. Uses standard office information technology, includes word processing, graphics & spreadsheets, and keyboards at 60 wpm; ability to learn new computer applications and contribute to the maintenance of social media sites such as the website and Facebook
7. Establishes and maintains rapport with clients and community service providers
8. Collaborates with colleagues to analyze and resolve problems
9. Physical ability to carry out the duties of the position

**WAGES:** As per the HSA Community Collective Agreement - \$20.50 to \$22.64

**SUBMIT RESUME:** Lynn Mathiesen, Executive Director  
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