



JOB TITLE: Administrative Assistant
REPORTS TO: Donor Relations Coordinator
LOCATION: Abbotsford, BC

SUMMARY OF ROLE

The Administrative Assistant provides support to key employees. They will perform a variety of administrative and general administrative activities.

Part Time: 8 hours/week **Rate:** \$20/hour

Administrative Assistant Job Responsibilities:

- Carries out administrative duties such as typing, mailing, printing, filing etc.
- Verifies entered donor and account data by reviewing, correcting, deleting, or re-entering data.
- Combines data from both systems when account information is incomplete
- Assist in organising events and fundraisers
- Answer and direct phone calls
- Periodic cleaning (entry way, staff kitchen)
- Special projects as assigned

Administrative Assistant Skills and Qualifications:

- High school diploma or general education degree (GED) required.
- 2-3 years of clerical, secretarial, or office experience
- Proficient computer skills, including Microsoft Office (computer savvy)
- Strong verbal and written communication skills
- High degree of attention to detail
- Working knowledge of general office equipment

The above list is not exhaustive, and the successful applicant may be required to take on other duties and responsibilities for the effective and efficient performance of this role