



Administrative Assistant

Location: **New Westminster, B.C.**

Our Administrative Assistants work in a fast-paced team environment and respond to phone calls, emails and online chat inquiries from consumers who may require our assistance. They schedule and/or confirm appointments for our clients.

Administrative Assistants also:

- Manage the electronic filing of credit counselling client documents.
- Provide coverage for the switchboard / reception.
- Set up new debt management programs.
- Maintain the supply and distribution of internal forms and educational materials.