



Job Description

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Position Title: Administrative Assistant

Location: New Westminster, BC

Reports to: Executive Assistant

Function: To provide general clerical support and assistance in a timely manner with professionalism and accuracy.

Primary Responsibilities:

- Assist with the scheduling and preparation of all CCS meetings and functions
- Arrange travel for management and other employees
- Order, distribute and / or store supplies including business cards and name tags
- Prepare all outbound mail / couriers and distribute incoming mail daily
- File paper and electronic documents
- Photocopy and prepare documents / material for client and education use
- Process client deposits daily
- Other duties as assigned

Qualifications & Skills:

- Must be very organized, able to prioritize and multi-task in a fast paced office environment
- Demonstrated ability to communicate effectively orally and in writing
- Excellent interpersonal skills
- Able to work independently and demonstrate initiative
- Ability to maintain confidentiality
- Demonstrated proficiency in computer office applications (e.g. MS Office); min. of 50 wpm
- Satisfactory criminal record check and credit bureau report

Work Environment: Working in an office with a work station.