



THE CHILDREN'S FOUNDATION
2750 East 18th Avenue,
Vancouver, B.C. V5M 4W8
Telephone: (604) 434-9101
Fax: (604) 434-9938

JOB DESCRIPTION

Job Title: ADMINISTRATIVE ASSISTANT

Supervisor: Office Manager

Job Summary: Provides a variety of administrative and secretarial assistance in a program or admin office. Produces reports from a variety of information sources and databases. Train and support on Program database. Tracks office or program expenditures.

Key Duties and Responsibilities:

1. Pleasant phone manners and articulate in language suitable for receptionist duties.
2. Screens and prioritizes incoming correspondence and other materials for staff members.
3. Tracks office or program expenditures by recording expenses and alerting the supervisor to budget overruns and unusual expenses. Maintains a variety of financial records such as petty cash fund, purchase orders and cheque requisitions.
4. Collects, researches, organizes and summarizes data from a variety of sources and produces reports such as program status and to identify specific segments of data for various analysis. Assist program staff in the production of reports.
5. Provide training and technical support for the programs database. This includes developing written training materials. This will involve collaborating with the Clinical director to establish the Logic Model.
6. Evaluates, develops and recommends office procedures and practices to senior management. Ensures that approved office policies, practices and procedures are understood and followed.
7. Responds to outside inquiries about services offered by the organization. Communicates with other community service agencies and/or ministries regarding client enrolment in and attendance at programs.

8. Performs a variety of secretarial duties such as drafting and typing routine correspondence, arranging meetings and taking minutes.
9. Maintains client and program information using spreadsheet and/or database software.
10. Produces ad hoc reports from databases as required by the supervisor by identifying and organizing the required information, compiling data, designing format, and printing reports.
11. Performs other related duties as required.

Qualifications:

- Completion of a program of up to one (1) year in secretarial training, business or office administration plus minimum of Grade 12 graduation.
- Three (3) years education, training and experience. The three years could be combination of education or experience.
- Must possess excellent analytical, organizational, and communication skills.
- This position requires comfort and effectiveness translating between end users needs and database output. Skill in making presentations and training individuals in software applications is highly desirable.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve problems, follow through and simultaneously manage multiple priorities to ensure goals are met in a timely manner.
- Expected to utilize most primary office software packages, including MS Excel and Access.

LC February 8, 2011