

EXTERNAL POSTING ONLY

Administrative Assistant

Victoria/Saanich

GT Hiring Solutions 2005 Inc. is seeking a highly skilled administrative professional for the following diverse and exciting position in Victoria, BC. Please note that this is a contract position starting immediately and ending on March 31st, 2019; and may work out of our either our GTHS Victoria or Saanich ESC office(s).

Administrative Assistant

The Administrative Assistant is responsible for successfully carrying out a comprehensive range of administration duties that support the effective daily operations of the WorkBC Employment Services Centre.

Key responsibilities and duties include, but are not limited to:

- Timely and efficient data management
- Accurate maintenance of digital and hard copy files
- Reception, general clerical and office administrative duties, including all required day to day office processes and procedures
- Closely working with and supporting GT Hiring Solutions colleagues in their professional responsibilities
- Other various duties as assigned

Education and Experience

In order to successfully assume this multi-faceted role, we are seeking candidates with proven administrative experience in the field of employment services, and who also have a solid understanding and knowledge of both Federal and Provincial employment programming.

In order to be considered for this position you will require a Grade 12 Diploma or the equivalent education and experience. Additionally, it is preferred that you also hold a recognized administrative certificate or the equivalent. A minimum of 5 years administration experience, preferably in a related field or in a high client activity environment, will set you up for success in this diverse and challenging role; as will relevant experience and/or training in computer applications - including MS Office Suite - and web-based applications (e.g. SharePoint). A highly

organized individual, with the ability to type a minimum of 60 wpm, it is also desirable for you to have solid bookkeeping and/or basic accounting experience. Furthermore, and as importantly, the successful candidate will possess superior interpersonal skills – presenting themselves in a friendly yet professional manner – and have the ability to multi-task and work effectively within a team environment, oftentimes with limited supervision. Additionally, in this role it would be an asset to have a candidate who is completely bilingual in French and English.

This is a full-time (37.5 hours/week) contract position.

Please Note: A clear criminal record check and/or certified criminal record report including vulnerable sector check is mandatory from your local police department (can be dated within the past 12 months).

Competitive salary and benefits offered.

Please respond by email with the following position number in the subject line **VictoriaADMIN17** and attach a cover letter and resume outlining your experience and qualifications. Applications must be received by **4pm on Thursday, March 12th**. Please send your email to hr@gthiringsolutions.ca.

We thank all external candidates who submit an application, however, only those shortlisted will be contacted for an interview, and supplied with a complete job description.