

Human Resources Administrative Assistant (Posting 22-066)

Are you interested in an opportunity to put your administrative and interviewing skills to practice in a Community Support setting? If yes, then we have a great opportunity for you to consider!

As Human Resources Administrative Assistant, you will provide support to the Human Resources and Quality Assurance teams at Chilliwack Society for Community Living.

Why you should work for CSCL:

- Recipient of the Canadian Non Profit Employer of Choice Award (neoc.ca) since 2017!
- Opportunity to positively impact the community and contribute to a "Centre of Excellence"
- Culture of appreciation, recognition and inclusiveness
- Training, job development, and professional growth opportunities

What you'll do as the Administrative Assistant:

- Assist with transferring physical employee personnel files to an electronic employee file system.
- Assist with filing, copying, scanning of documents.
- Conduct annual satisfaction surveys for the organization.
- Speak professionally when conducting surveys.
- Report any inconsistencies or concerns with the survey to Managers.
- Liaise with Managers to ensure accuracy of the survey list.
- Adhere to all H&S policies and procedures and participate in all scheduled drills.
- Perform other related duties as required by the Director - HR/LR.
- Perform other related duties as required by the Director – Continuous Quality Improvement

Qualifications:

- Education or experience in Administration
- Experience with collecting information from diverse populations, for reporting purposes
- Fluent with Microsoft Word, Excel, Outlook and Adobe
- Effective interpersonal skills; Friendly and professional at all times.
- Excellent organizational abilities, able to take initiative and balance demands from multiple sources
- Attention to detail
- Excellent Written and Oral Communication Skills
- Must be between 15 and 30 years of age (as per funding criteria)
- Must have or be willing to obtain a Criminal Record Check

Schedule: This position is 40 hours per week

- This is a temporary position funded by the Government of Canada. It will start on June 13th 2022 and run for 8 weeks, until August 5th 2022
- Typical schedule for a 40 hour administrative position is Monday to Friday, 8:30am to 5pm

Wage: \$17.00/hour

Closing Date for Applications: Thursday May 12th at 4:00pm

To Apply:

Fill out the online application form on our website at www.cscl.org, or, by clicking the following link: [External Application Form – Chilliwack Society for Community Living](#). Then, submit a cover letter and resume to careers@cscl.org. ***Be sure to mention Posting 22-066 in your application. Applications without a cover letter will not be considered****

Questions before Applying? Contact us at careers@cscl.org

About CSCL

The Chilliwack Society For Community Living (CSCL) is a non-profit organization that supports adults with developmental disabilities, children and youth with special needs and their families in the Chilliwack and surrounding areas since 1954.

CSCL holds its values and vision at the core of its operations and is dedicated to achieving its mission: to provide quality individualized supports to enhance the lives of adults with developmental disabilities, children and youth with special needs and their families.

For more information about CSCL, check out our website at www.cscl.org

