

WJS Canada Job Posting Alert: Administrative Assistant - High Prairie - Job ID J0119-0252

Organization: WJS Canada

Job Title: Administrative Assistant - High Prairie

Job Type: Permanent, Full-Time

Location: High Prairie, Alberta, Canada

Hours of Work Per Week: 40 hrs/wk

Scheduled Days Each Week: Monday, Tuesday, Wednesday, Thursday, Friday

Scheduled Hours: Monday to Friday 8:30am to 4:30pm

Number of Positions: 1

Compensation: \$21.2100 - \$25.0000 /Hour

Closing Date: 22/01/2019

Description:

The Program

At WJS Canada, our passion is to improve lives of children, youth and families who are facing challenges. The High Prairie office is a busy administration hub supporting the WJS Family Services programs, staff and management in High Prairie and area.

The Position

The Administrative Assistant will assist Program Managers with preparing and maintaining client and employee files, scheduling and pre-evaluation documents, completing job posting request forms, conducting reference checks and credential verifications, petty cash and expense reports, as well as, coordinating the social services drive program and other administration items for the programs as needed.

In Your Role You Will

- Prepare, code & submit for approval invoices, bills, expense claims, etc. according to established timelines.
- Complete and submit payroll time sheets, leave requests and other personnel forms.
- Create program reports, documentation and written communications.
- Coordinate and schedule social services drives for families in within the local area, etc.
- Maintain petty cash fund.
- Represent WJS to clients and communities in a professional manner on the telephone and in-person reception.
- Organize and securely store confidential client & employee personnel records & files (electronic and paper), incoming information/documents, etc.
- Assist in the evaluation of program/service deliverables and contribute information and recommendations toward improvements.
- Schedule appointments for various services.
- Direct clients to appropriate agencies, contacts and/or service providers.
- Maintain office supplies and equipment.
- Adhere to program and provincial standards as well as WJS policies and procedures.
- Liaise with funding agencies and other WJS offices.
- Works with Program Manager to coordinate the drive program

***** Prior to confirmation of employment all applicants must provide a current (dated within 3 months of hiring date) Criminal Record Check and Ministry Check.**

These checks can take up to 6 weeks to obtain, please ensure you prepare accordingly.

As An Ideal Candidate You Possess

- Completion of 2 year Certificate/Diploma (Administration or Human Resources)
- 1-2 years experience in an office environment
- Demonstrated ability to type 60 wpm
- Excellent Microsoft Office 365, Word, Excel skills
- Good working knowledge of client and personnel file maintenance, data systems, payroll and invoicing
- Good word processing and spreadsheet data entry skills capability
- Subject to a clear Criminal Record check
- Must have a reliable vehicle

What WJS Canada does

WJS Canada's mission is 'Strengthening people and communities with innovative, individualized services'. The support we provide for families, emphasizes building relationships to enhance the family's strengths and achieve goals that address their needs for support in areas of struggle. Services are individualized and based on the family's belief that their own internal resources can be strengthened and that other helpful skills can be developed. For more information on WJS, services and career opportunities, visit www.wjscanada.com

Our Employees Enjoy

At WJS Canada, trust, strong connections, innovation and results are the pillars of our mandate. We manage by developing our core strength: our people. We give employees the tools to do the job, developing their competence and their confidence, by conducting training programs to ensure professional development and build skills, employee morale, employee safety, health, loyalty and satisfaction. Developing people includes respecting employees work-life balance through flexible hours, locations and duties. We support our staff with assistance and benefit packages, innovative wellness programs and compassion for the life challenges they face.

For more information on WJS Canada visit our website: www.wjscanada.com

No telephone calls please. Only those candidates selected for an interview will be notified.

Skills:

- **Administrative - 2 year(s)**
- Microsoft Excel
- Microsoft Office
- Microsoft Word
- Social Work

To apply click on the link below:

[HTTPS://CLIENTS.NJOYN.COM/CL4/XWEB/XWEB.ASP?CLID=76383&PAGE=JOBDETAILS&JOBID=J0119-0252&BRID=107178&SBDID=21871](https://clients.njoyn.com/CL4/XWEB/XWEB.ASP?CLID=76383&PAGE=JOBDETAILS&JOBID=J0119-0252&BRID=107178&SBDID=21871)

