



Administrative Assistant - MSEC Job Description and Posting

Job Summary

Company:

- MNBC

Salary:

- DOE

Location:

- Abbotsford

Industry:

- Non-Profit

Job Type:

- Assistant

Supervisor /

Title:

- Marlin Ratch
Director
Employment &
Training

Education Level:

- Grade 12
- certified training
in business
systems and
technologies
- or similar
diploma in
Applied Business
Technology

Career Level:

- Non-
Management

Métis Nation British Columbia develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism MNBC strives to build a proud, self-governing, sustainable Nation in recognition of Inherent Rights for our Métis citizens.

PURPOSE

The primary objective of the Administrative Assistant is to Support for the Métis Skills and Employment Centre and the MNBC Métis Employment and Training Program in general. Job will include the clerical and administrative support of the MSEC staff, providing general information about programs and services and assist with general inquiries

RESPONSIBILITIES:

Clerical

- Assist the MSEC staff and MHRDA staff with filing, instructional support, marketing, report development, ordering of supplies, assisting in client administration and forms, ensure timely submission of all partner documentation

Information services

- Deliver information to client with inquiries on MSEC programs and MHRDA program services.

Program support

- Assist with MSEC class supply ordering, development and upkeep of records for all MSEC programs

Accounting support

- Assist in the preparation of budgets, petty cash, invoices, billing, payments, and liaise with MNBC accounting staff

Correspondence

- Ensure internal and external communication and correspondence strategy is met

Marketing

- Assist in the development and dissemination of marketing tools and information for MSEC programs

Relationship Building and Advocating

- MNBC MHRDA staff, MNBC staff, ITA and PCTIA staff, Industry employers and representatives, students, general public

Program Development / Sustainability

- Ensure that financial budgets are followed through assisting staff in planning, invoice for payment to centre, ensure requests for payment are entered and delivered, monitor petty cash flow, order supplies for class and centre

Major Challenges

- Multi-tasking
- Prioritizing workload
- Program delivery and clients are varied as well as needs and requests of staff being assisted
- Liaison with multiple agencies to meet all goals and requests sometimes difficult
- Time constraints and deadlines often put pressure on staff to ensure time management strategy is at a high level of performance.

Decision Making Authority and Problem Solving Responsibility

- Decision making level is low in the assistant position, but sometimes will be required. Any decision making by assistant will be based on set policy and on established norms.
- Knowing where authority stops / starts

Supervision

- No supervisory responsibilities

Formal Education/Training Required

- Grade 12 with certified training in business systems and technologies, community college or similar diploma in Applied Business Technology or similar, knowledge of teaching institutions/ schools systems an asset
- MNBC may consider candidates who demonstrate equivalent combination of education and experience (reduced education requires proportionately more experience)

Knowledge, Skills and Experience Required

- Possess knowledge of Métis Nation British Columbia and Métis Culture
- Minimum of 2 years experience in a similar position an asset

WORKING CONDITIONS:**Work Environment**

- Office setting, some travel possible, construction trade school

Physical Effort

- some moderate lifting may be required

Sensory Attention

- attention to detail and working with the public

Mental Stress

- deadlines and working with other peoples difficult situations

Location

- Abbotsford

For more information regarding MNBC please visit our website at www.mnbc.ca

Please mail your resume to 2020 Abbotsford Way Abbotsford BC, V2S 6X8

Fax 604-850-0842

Or email msec@mnbc.ca

Phone calls will not be accepted

Closes March 18th, 2010