



**External Job Posting Vacancy-Valemount
Administrative Assistant \$25.95/hr for 22.5 hrs./week**

Date: July 22, 2025

Subject: Job Posting

The Robson Valley Community Services (RVCS) has a temporary part-time position for an Administrative Assistant in the Valemount office, for 22.5 hrs./week. Preferred days are Tuesday-Thursday, from 8:00AM-4:00PM.

RVCS is committed to the concept of offering equal employment opportunities in the operation of the agency as required by law. A continuous effort will be made to achieve genuine equal employment opportunity to all qualified persons regardless of culture, age, gender, sexual orientation, spiritual beliefs, socio-economic status, language, race, physical or mental ability, veteran status, marital status, political affiliation or other characteristics protected by law.

If you are concerned that you may not meet one of the requirements noted in this posting, but are still interested in applying, we encourage you to reach out and see if an accommodation may be available.

How to apply:

Please submit your resume by email, in confidence, to Jana MacMaster and CC ed@rvcsbc.org. Posting is open until filled.

Job Summary:

The Administrative Assistant plays a key role in supporting the financial and administrative functions of Robson Valley Community Services. While the position includes general administrative responsibilities, the primary focus is on accounting-related data entry, financial recordkeeping, and document management. This position requires a high level of accuracy, discretion, and attention to detail, particularly when working with sensitive and confidential financial information. The Administrative Assistant will provide a variety of administrative and clerical assistance in an office; prepares correspondence, reports and other documents; maintains a variety of financial and other records, files and related filing systems; all the while ensuring accurate recording and reporting of financial information.

Main responsibilities:

- 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.
- Collects, researches, organizes and summarizes data from a variety of sources and produces reports; Performs analysis of reported information; Keeps manager informed of problem areas or emerging trends and briefs them on any issues, concerns, matters and meetings.
- Maintains client and program information using spreadsheet and/or database software.
- Produces ad hoc reports from databases as required by the supervisor by identifying and

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organizing the required information, compiling data, designing format, and printing reports.

- Codes, records and posts transactions in journals and the general ledger.
- Responds to outside inquiries about services offered by the organization.
- Provides word processing, data input and typing support such as correspondence, meeting minutes, forms and client information; drafts routine correspondence such as thank you letters, client appointment letters and internal memoranda.
- Assists in coordinating and completion of projects
- Arranges meetings, schedules appointments and makes travel arrangements, books rooms for meetings. Prepares agendas and takes minutes at meetings as required.
- Performs other related duties as required.

Qualifications required:

- Grade 12, plus completion of a program of up to one (1) year in business or office administration training.

TRAINING & EXPERIENCE

- Three (3) years of recent related experience. Or an equivalent combination of education, training and experience.