



4460 Beresford Street  
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[www.burnabynh.ca](http://www.burnabynh.ca)

## JOB POSTING PART-TIME ADMINISTRATIVE ASSISTANT

The Burnaby Neighbourhood House is a volunteer driven community based social service agency that provides programs and services in response to identified community needs. We are currently seeking a part-time office assistant to work two days a week at each of our BNH Houses.

### Key Responsibilities and Duties:

- Promote Neighbourhood House program philosophy by ensuring programs have the opportunities to interconnect and achieve client integration across program areas.
- Manage cash and make bank deposits.
- Provide phone reception, hospitality service, and a welcoming place
- Provide administrative support to the Community Volunteer Program
- Maintain Data bases
- Sort mail, distribute faxes, filing
- Perform other duties as required

### Qualifications:

- Knowledge and awareness of issues surrounding diversity and multiculturalism.
- Must be detail-oriented and accurate with an aptitude for working with numbers.
- Excellent computer skills and experience. Knowledge of ACCESS, Word, Excel, desktop publisher.
- Excellent cross cultural communication skills.
- Excellent organizational skills and experience with maintaining office systems.
- Ability to work in a busy and interruptive work environment.
- Ability to work independently and as part of a team.
- Experience working in a community based organization an asset.
- Second language an asset.
- Basic First Aid certification

**Hours of Work:** (4)–5 hour days per week  
To be determined

**Rate of Pay:** \$16.10 per hour starting wage  
Extended Health benefits after 3 months

**Email address:** [simoneg@burnabynh.ca](mailto:simoneg@burnabynh.ca)

**Deadline:** **May 21, 2018**

Thank you for your interest in this position, however, only short listed candidates will be contacted.