



INTERNAL/EXTERNAL JOB POSTING

Administrative Office Assistant

Trail FAIR Society has openings to join the Administration team and is accepting applications for an **Administrative Office Assistant**.

WHY JOIN THE FAIR TEAM?

We strive to attract, retain and motivate talented people to attain our vision of strengthening communities by providing customized tools and resources to overcome individual obstacles and family challenges. FAIR offers many opportunities for growth and advancement within the agency. Our total compensation plan includes a benefits package that represents our commitment to employee health and wellness and includes (as applicable per FAIR policy and plan rules):

- paid vacation leave
- paid sick leave (at 100%)
- paid birthday hours off in the month of your birthday
- compressed work week upon approval
- Municipal Pension Plan
- Extended Health and Welfare benefits

Administrative Office

This position is 32 hours per week. The hours of work are Monday to Friday daytime hours. Remuneration is at FAIR Wage Grid level 11. For new FAIR employees Step 1 of the Grid is \$28.37 per hour plus benefits as per FAIR policy. This position reports to the Executive Director. This position is in person, nonvirtual.

JOB SUMMARY

This position is responsible for a variety of reception and general clerical assistance in an office setting to ensure the daily business operations run smoothly by coordinating office operations and logistics and providing staff support. The office setting is a busy multiservice non-profit organization. Tasks include sorting and distributing incoming mail and processes outgoing mail/deliveries; handling simple cash transactions such as collecting payments, and issuing receipts, in accordance with established guidelines; maintains meeting room bookings within the office; ensures that approved office policies, practices and procedures are understood and followed; answers phone and/or in person inquiries and routes to appropriate staff members if required; Responds to routine queries regarding the organization and services provided in a timely manner; performs word processing, data input and typing support to prepare correspondence, meeting minutes, forms and documents, client



TRAIL FAMILY AND INDIVIDUAL RESOURCE CENTRE SOCIETY

WORKING WITH FAMILIES FOR A STRONG COMMUNITY

2079 COLUMBIA AVENUE TRAIL BC V1R 1K7 PHONE: 250-364-2326 www.trailfair.ca

information, thank you and appointment letters and internal memoranda; acts as a general facilities liaison to contractors; orders and maintains office supplies.

QUALIFICATIONS

- Certificate or diploma in Business or Office Administration
- Three (3) years of recent office administration experience
- Valid Standard First Aid Certification
- Excellent interpersonal and written communication skills.
- Excellent organizational and multitasking skills.
- Ability to communicate with clients who may present in crisis situations in a calm manner
- Strong computer skills

Applicants should submit a cover letter and resume to Kristine Forbes, Executive Director, by email at: kforbes@trailfair.ca by July 31, 2026 at 4:30pm

Note: All positions at Trail FAIR are subject to satisfactory clearance results from the *Provincial Ministry of Justice Security Programs Division Criminal Records Review Program*.