



RICHMOND CENTRE FOR DISABILITY

JOB POSTING

POSITION: Office Administrator

ABOUT RCD:

Richmond Centre for Disability (RCD) is a grassroots organization run by people with disabilities for people with disabilities. We provide direct services and programs to people with disabilities, dedicated to enhancing the quality of life for people with disabilities in Richmond. We provide a range of services and support to empower individuals with disabilities to lead independent and fulfilling lives.

DESCRIPTION:

We are seeking a highly organized and detail-oriented Office Administrator to join our team. The Office Administrator will play a crucial role in ensuring the smooth operation of our office and providing administrative support to staff.

SCOPE:

The tasks of the Office Administrator will include handling monetary transactions and mentoring of office assistants. The ideal candidate will be competent in prioritizing and working with little supervision. They will be self-motivated and trustworthy. This position ensures smooth running of our office and contributes in driving sustainable growth.

KEY RESPONSIBILITIES:

- Coordinate office activities and operations to secure efficiency and compliance to organization policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Assist with scheduling appointments and meetings; manage agenda and travel arrangements as appropriate
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Update and maintain databases and filing systems
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies, maintain inventory and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist with special projects and events as needed
- Assist colleagues whenever necessary
- Collaborate with team members to support the overall goals of the organization

Unit 842, Lansdowne Centre, 5300 No. 3 Rd., Richmond, B.C. V6X 2X9
tel 604 232 2404 ♦ fax 604-232-2415
email: rcd@rcdrichmond.org ♦ web: www.rcdrichmond.org

REQUIREMENTS & SKILLS:

- Previous office administration experience required or proven experience as an office administrator, office assistant or relevant role
- Familiarity with office management procedures and basic accounting principles
- Proficient computer skills, including Microsoft Office Suite (Word, Excel, Outlook)
- Excellent organizational skills and ability to prioritize tasks
- Strong attention to detail and accuracy
- Ability to work independently and meet deadlines
- Excellent communication and interpersonal skills
- Commitment to teamwork and collaboration
- Knowledge of disability issues considered an asset
- Qualifications in secretarial studies will be an advantage
- High school diploma; BSc/BA in office administration or relevant field is preferred

Start Date: May 1, 2024 (3-month probation period)

Employment Terms: 32.5 hours per week, \$19 per hour

HOW TO APPLY:

If you are interested in this position, please apply in writing with a resume and cover letter outlining your qualifications and relevant experience to Ella Huang, Executive Director, via email: ella@rcdrichmond.org. For enquiry, call Ella at 604-232-2404.

Please include "Office Administrator Application" in the subject line of your application email.

We thank all applicants; however, only those selected for an interview will be contacted. The RCD is an equal opportunity employer. We welcome diversity in the workplace and encourage applications from members of visible minorities, persons with disabilities and Indigenous peoples.

Note: This job posting is subject to change or removal at the discretion of Richmond Centre for Disability.