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University of Victoria
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Job Posting: *Administrative Assistant*

1 year term

Closing Date: June 30, 2015

Challenge

The *Administrative Assistant* works closely with the Lead, Planning & Operations and Director to facilitate a multi-disciplinary team of scientists to carry out assessment, research, monitoring and reporting on hydrological analysis throughout British Columbia and Western North America. The position provides administrative and travel support to the PCIC staff as well as consolidating and maintaining financial records and staff records of employment, sick and vacation time.

Working under the supervision of the Lead, Planning & Operations, the incumbent supports the administrative functions of the office and helps to achieve a successful and thriving organization.

Primary Accountabilities

The primary accountabilities are as follows:

Assistance/Director

- Arranges travel for Director in compliance with organization guidelines, budget restrictions and personal preferences and prepare travel claims
- Compiles documents for meetings/travel as needed by Director
- Maintains calendar including scheduling appointments, meetings and travel
- Prepare documents/forms as required by Director

Office/Reception:

- Answers the main PCIC telephone and redirects calls as needed
- Manage PCIC general email account and forward incoming emails to the appropriate staff
- Acts as a central courier, receiver and sender
- Orders supplies, monitors inventory and ensures supply areas are tidy and well organized
- Works with UVic facilities and staff to plan, order and organize office equipment, furniture, and phones. Maintains inventory of furniture, computer equipment and software
- Prepare for recruiting and hiring of new staff
- Organizes logistics within the university system for new employees including NetLink, benefits and direct deposit as well as within the office environment: mail, phone, office space and supplies
- Provide basic travel support to PCIC staff
- Tracks staff leave time and prepare year end leave summaries
- Work with Management to prepare annual Corporate Report and other documents

Purchasing/Accounting:

- Prepares administrative forms for signature and processing
- Prepares travel expenses reports, cheque requisitions, purchasing agreements etc.
- Maintains spreadsheet to track travel costs, payments and reimbursements
- Reconciles and financial account with hard/digital copies, maintains financial documentation files and prepares quarterly journals to project accounts
- Prepare monthly bank reconciliation and account summary
- Work with Management to prepare the Fiscal Year End documents for audit

Meetings/ Events

- Works with management to schedule, coordinate and support meetings including those of the Board of Directors and Program Advisory Committee
- Maintains and updates PCIC SharePoint Site
- Organizes logistics for Pacific Climate Seminar Series and other seminars
- Work with management to plan and organize workshops and events

Knowledge Skills and Abilities

Knowledge

- Post secondary education.
- Familiarity with the UVic systems and procedures.
- Familiarity with accounting principles.
- Experience working in a technical office environment.

Skills

- Strong clerical and organization skills.
- Experience with MS office, PowerPoint, SharePoint
- Excellent verbal communications skills.
- Strong analytical and problem solving skills.

Abilities

- Demonstrated initiative.
- Ability to work both independently and part of a multidisciplinary team.
- Flexibility in accepting variable and diverse job assignments.
- Ability to learn quickly and adapt to new circumstances.

Employment period

1 year term commitment

Weekly working hours

Full time (37.5 hours per week)

Pay rate

Commensurate with education and experience.

Additional information: Address enquiries to Shelley Ma @ climate@uvic.ca.

Application: Please send your application with a CV, including three professional references.

Address cover letter and application to Miss Shelley Ma, climate@uvic.ca, with “**Administrative Assistant**” in the subject line. Please indicate whether you are legally able to work in Canada.