



Trail Association for Community Living  
1565B Bay Avenue, Box 131 Trail BC  
Phone: 250-368-3503 | Fax: 250-368-5559  
[www.taclkootenays.com](http://www.taclkootenays.com)

TACL IS SEEKING APPLICANTS FOR: ADMINISTRATIVE ASSISTANT

THIS IS A MANAGEMENT LEVEL POSITION UNDER THE DIRECT SUPERVISION OF THE EXECUTIVE DIRECTOR

CONTRACT LENGTH: 12 MONTHS MAY BE EXTENDED

FULL-TIME 40 HOURS A WEEK

STARTING WAGE: \$29.75

BENEFITS AFTER SUCCESSFULLY COMPLETED PROBATIONARY PERIOD OF 500 HOURS

- DENTAL CARE AND EXTENDED HEALTH
- MUNICIPAL PENSION PLAN AND LONG-TERM DISABILITY
- LIFE INSURANCE
- SCHEDULE: 8 HOUR SHIFTS FLEXIBLE AS NEEDED

COVID-19 CONSIDERATIONS: SUCCESSFUL APPLICANT WILL NEED TO BE FULLY VACCINATED.

REQUIRED QUALIFICATIONS:

- At least three year's previous experience in the non-for-profit sector, preferably within the social services sector with a demonstrated working knowledge of related provincial systems and applicable legislation and policies,
- Working knowledge, experience and formal education surrounding payroll systems. Preferably Ceridian- Power Pay/ Day Force.
- Related post-secondary degree/diploma in Office Administration or Administrative Assistant
- Excellent written skills and proven ability to develop clear, concise and comprehensive written and oral reports.
- Demonstrated interpersonal, oral communication and relationship management skills
- strong command of the English language
- Expert knowledge of Microsoft Office in particular Word, Excel and Outlook, Adobe Acrobat as well as internet and e-mail, database, and data back-up
- Friendly with excellent interpersonal and office skills including a high-level of diplomacy, patience, and tact with experienced administrative service expertise
- Superior organizational skills, excellent attention to detail, and ability to multitask and prioritize workload



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- Excellent judgment in setting priorities, identifying issues and determining action required when working under pressure and deadlines
- Ability to work independently as well as in a team
- Able to work flexible hours when required
- A current clear criminal record check is required for this position.

APPLICANTS:

- PLEASE SUBMIT YOUR RESUME AND A DETAILED COVER LETTER DESCRIBING HOW YOUR EXPERIENCE AND EDUCATION MATCH THE JOB REQUIREMENTS
- EMAIL NANCY GURR: [tacl@telus.net](mailto:tacl@telus.net)
- FOR MORE INFORMATION ABOUT TAACL, PLEASE VISIT OUR WEBSITE :  
  
**[www.taclkootenays.com](http://www.taclkootenays.com)**