



BC FOREST DISCOVERY CENTRE

Operated by the BC Forest Museum

Administrative Assistant Job Description

The British Columbia Forest Discovery Centre is comprised of more than 5000 forest history artifacts. Using steam locomotives, it operates a 2.4 kilometers narrow-gauge steam railway. Nearly two kilometers of wheelchair accessible trails allow visitors to explore the 40-hectare (100-acre) site. The museum provides a unique forest history experience.

General Accountability & Purpose of the Job:

Reporting to the Manager, the Administrative Assistant is responsible for the provision of reception services, records administration, maintenance of various lists and databases, the performance of financial duties as accounts and payroll clerk, volunteer coordination, and confidential secretary to the Board of Directors.

Duties and Responsibilities:

1. Accounts payable - Assists in financial monitoring and reporting by reviewing requests for payment and verifying appropriateness of charge authorization; confirms correct taxation and other charges; performs various accounting functions including balancing petty cash, and collation of data for specific reports.
2. Using web-based system to track and input bi-weekly payroll using timesheets and tracks and inputs RRSP and health benefits.
3. Assists with and/or organizes board functions, including the setting up of meeting room, minute-taking, and board meeting package preparation.
4. Provides reception services for the BC Forest Discovery Centre. Responds to telephone and in-person inquiries regarding the Centre services and refers such inquiries to the appropriate staff member.
5. Controls, issues, and return of keys for employees, outside users, and contractors and administers contract for local alarm services.
6. Act as confidential secretary to the Manager and the Board by preparing information packages, meeting notices, minutes of meetings for the Board of Directors, potential business partners and reviews and/or drafts correspondents for the Manager.
7. Manages the service of office equipment.
8. Coordinates and schedules volunteers for special events.

9. Maintains and updates several databases and listings [e.g. membership, volunteers, projects, contracts, etc.].
10. Maintains/performs records management activities. Maintains filing system, including but not limited to confidential personnel files relating to Work Safe B.C. claims, employee performance appraisal and discipline, payroll, criminal record checks, training and certification.
11. Writes grant applications; wage subsidy grants, Young Canada Works, Canada Summer Jobs sponsorships grant requests and others as directed.
12. Performs substitute relief in admissions and gift shop departments.
13. Participates in committees, task forces, or special projects and special event including entertainment scheduling as requested.
14. Receives, records, and processes requests for use of Centre site for an events or rentals including weddings and group bookings. Schedules use of building, grounds and equipment.
15. Initiates billings, receipts, damage deposits, refunds, collections, etc. associated with rentals.

Weekend and evening work may be required.

Qualifications

Education:

- Secondary school graduation or the equivalent combination of education, training, and experience.
- Administrative training.
- Records management training.

Skills and Abilities:

- Advanced computer skills including Microsoft outlook, excel, word and the ability to adapt to new technologies.
- Ability to operate standard office equipment.
- Good organizational and planning skills.
- Good problem-solving capabilities.
- Manner and appearance compatible with public contact type of work.
- Ability to deal and communicate effectively both orally and in writing and to deal courteously, tactfully and diplomatically with other employees and the general public.
- Knowledge of Bookkeeping practices and principles

Experience:

- Minimum of two years related experience.