

- Date:** Thursday, November 21, 2024
Job Title: Finance and Admin Support Assistant (Job Description attached)
Current Assignment: Administration
Rate of Pay: \$25.00/hour to start
Start Date: December 2024
Hours of Work: Full-time; Mon-Fri 0830-1600
Qualifications:
- Applicants must have proof of double vaccination for COVID-19 on file or provide proof of double vaccination for COVID-19 to be considered for this position.
 - Two (2) years minimum in and office environment performing administrative duties
 - One (1) year minimum of formal payroll and/or accounting training or equivalent combination of relevant post-secondary education and experience.
 - Excellent computer skills – knowledge of Microsoft Word and Excel and Computerized Accounting systems.
 - Excellent written and oral communication skills.
 - Work experience with people with diversabilities, and demonstrated suitability to promote dignity, independence, and community inclusion of the people served by the Association.
 - High standard of professionalism.
 - Incumbent is responsible for ongoing conditions of employment as deemed necessary for job requirements (i.e. first aid, driver's licence, criminal record checks).
- Required Skills:**
- Ability to relate effectively to persons with diversabilities.
 - Excellent time management and organizational skills; ability to multi-task.
 - Ability to document and manage information effectively.
 - Demonstrated ability to work independently and to take initiative.
 - Ability to work as an effective team member.
 - Valid BC driver's license.
- Closing Date/Time:** **Thursday, December 5, 2024 at 16:00**
Posting Number: **2001**
Attention: NACL Applications
applications@nanaimoacl.org

- Note:**
- 1) **Please provide relevant info with your application** (listings of skills, certifications, education, courses attended and experience – production of documents may be required). Also, ensure all relevant information is updated on your personnel file (i.e. education, experience, skills, and knowledge).
 - 2) This internal posting does not necessarily preclude external advertisement for this position.
 - 3) **Please refer to posting number (2001) when applying for this position.**
 - 4) **Applications are to be submitted by e-mail to applications@nanaimoacl.org.** Please note that you will receive a reply by e-mail within one (1) business day to confirm that your application has been received by our HR Department. **Please retain the reply for your records as proof of your application.** If you do not receive a reply, please contact Bre Bail at bre.bail@nanaimocl.org or by phone at 250-741-0224.

This position is EXEMPT (non-union).