



Administrative Assistant Health & Safety Department

Position: This position is a term position which currently expires June 30, 2021. There is a possibility the position will be extended depending on our work environment in the upcoming year.

Surrey Schools provides quality education to over 74,000 students in British Columbia's fastest-growing community. Serving a diverse, multicultural urban centre, we are a progressive school district offering a broad range of innovative programs and services to support the learning of our students and staff.

Reporting to the Manager of Health & Safety, the successful applicant will be part of a high functioning team that provides Health & Safety support to district employees and the school community. Applicants will have demonstrated strong interpersonal and communication skills. In addition, the ability to be self-directed and work on multiple tasks independently using initiative, sound judgment and tact and diplomacy is required. A high level of expertise in all areas of office practice and procedures and the ability to prioritize time sensitive projects and issues while maintaining a high degree of confidentiality and discretion is necessary. Other required skills include advanced computer skills, particularly MS Office Suite including Office 365 and Adobe Acrobat.

The successful applicant will work closely with the Manager on the preparation of documents in support of Departmental goals and COVID-19 response, management of schedule and meetings, and coordination of COVID-19 response. Duties will include e-mail and mail triage for the manager, preparation and production of reports, correspondence, spreadsheets, minute taking and transcription, and attendance at monthly evening Health & Safety Committee meetings.

Applicants should have a diploma or certificate of Office Administration from a recognized Post-Secondary Institute and/or equivalent training and several years' administrative experience. A professional demeanour, healthy sense of humour and working knowledge of the Occupational

Health & Safety Regulation and Guidelines for K-12 COVID-19 response would be an asset. This position is temporary until June 30, 2021 with the possibility of extension.

This position is excluded from the union and offers an excellent salary and benefits package. Interested and qualified applicants should apply on [Make a Future](#) ensuring to upload resume, cover letter and references along with relevant educational certificates by **4:00 pm Friday October 16, 2020**.

Note: The successful applicant will be required to consent to a Criminal Record Search prior to employment. Only applicants selected for interviews will be contacted. To all others, thank you.