

# NANAIMO

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## Innovation Academy



### OFFICE ASSISTANT JOB DESCRIPTION

The Office Assistant will help support the Office Manager and Executive Director in maintaining an orderly office environment and provide ongoing support to staff, parents, and children.

### SOME OF THE DUTIES INCLUDE

- Welcoming families and children at check-in and supporting their daily transition to the daycare.
- Organizing and inputting Country Grocer Receipts. Submit for review and collect gifts cards.
- Data entry and database maintenance
- General Filing
- Shredding (as needed)
- Ongoing break coverage support (counting as an ECEA in ratio) for all programs
- Filling in when staff call in sick, need to leave early, or are on vacation
- Receiving phone calls and returning phone messages daily
- Checking the mail daily
- Typing and editing documents
- Drafting correspondence
- Office maintenance and tracking office supplies
- Connecting with parents and families by email and phone
- Assist with setting up and executing special events
- Cleaning and replenishing the outdoor book library
- Labeling and putting away books in the indoor library
- Errands when needed
- Sweeping Office, Empty Office Garbage & Recycling (weekly on Wed)
- Water plants

### MUST HAVES

- Must be over 19 years of age
- Hold Canadian residency and be legally entitled to work in Canada
- Up-to-date record of immunizations
- Be in adequate physical and psychological capability to work around children and carry out assigned duties
- Have a clear Criminal Record Check, including a vulnerable sector search, dated within six months of your commencement date with the Centre
- Previous experience working as an office assistant – at least one year
- 2 Written References
- Up to date resume
- Well written cover letter

## NICE ADDITIONS TO HAVE

- Have a current RA, ECE or ECEA Certificate and has a license in good standing that is valid in British Columbia
- A valid First Aid/CPR Certificate
- Class 4 driver's licence
- Degree or certificate in related field is an asset
- Understanding of Montessori, Waldorf, Reggio, Free-Play, and Whole Child philosophies
- Food Safe Certificate

## PERSONAL QUALITIES

- Strong work ethic, honest, and positive team attitude
- A professional demeanour and an interest in professional growth
- Highly organized and careful with details
- Committed to being a life-long learner
- A positive, outgoing, and friendly attitude towards children, parents, and other staff
- The ability to think creatively and innovatively, with reflective practice, in order to continue to improve the Centre
- An understanding of the issues that affect children and their families
- The interpersonal skills necessary to work successfully within teams
- Self-motivated and proactive when dealing with conflicts
- Excellent communication skills in both oral and written
- Flexibility, be open minded, and willing to work with new initiatives