



## EXTERNAL JOB POSTING

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| <b>Date:</b>           | September 26, 2023   |
| <b>Position:</b>       | <b>Administrative Assistant – Float</b>                                  |
| <b>Department:</b>     | Operations   |
| <b>Status:</b>         | Regular / Full-time  |
| <b>Start:</b>          | Upon selection of successful candidate                                   |
| <b>Salary:</b>         | Per HSA/HSASU Collective Agreement (\$61,326.72 to \$71,997.12 annually) |
| <b>Responsible to:</b> | Office and Facility Manager  |

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*HSA is committed to recruiting and retaining diverse staff and encourages people who experience marginalization (including but not limited to Indigenous Peoples, racialized/people of the global majority, women, people with disabilities, 2SLGBTQIA+, gender diverse, newcomers, and diverse faiths) to apply for career opportunities within our organization.*

*HSA recognizes the efforts of our employees and is committed to excellent compensation, superior benefits, and ongoing recognition to maintain work/life balance.*

### POSITION SUMMARY

The Administrative Assistant – Float provides administrative and support services to one or more departments as assigned by the Office and Facility Manager.

This position requires work to be done in person and on site.

### DUTIES AND RESPONSIBILITIES

#### Administrative Support:

- Comply with PIPA requirements.
- Provide relief at Reception, including:
  - Monitor security cameras and entranceway to allow only expected visitors to enter building. Report any security concerns to the Office and Facility Manager.
  - Greet visitors and ensure they are signed in, appropriately tagged, and signed out.
  - Route incoming telephone calls.
  - Enter staff's working status on the sign-in sheet and on the InfoWeb's In/Out board. Update list of absent staff daily and send to corresponding supervisor at month-end.
  - Process and distribute incoming mail and faxes.
  - Process outgoing mail, ensuring appropriate postage is applied.
  - Ship packages, including those for which Administrative Assistants have made courier arrangements.

- Tabulate and route incoming cheques.
  - Ensure reception area is kept neat and tidy.
  - Assemble materials, copy and/or scan documents, format Word documents, and perform other assignments made by Office and Facility Manager.
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- Route time-sensitive messages, correspondence, and faxes on a priority, timely basis.
  - Create, format, proofread, and deliver complex and detailed digital documents, as assigned.
  - Screen correspondence and agendas, take appropriate preliminary actions based on departmental requirements and directions, and anticipate related requirements.
  - Scan documents in accordance with HSA Records procedures, as assigned.
  - In accordance with the HSA Records system and procedures, cull files, records-classify files, recall files from storage, and maintain records and reference materials for team members, as assigned.
  - Work collaboratively with team members and share own expertise on administrative assistant practice.
  - Make meeting room arrangements, including booking, catering, setting up the room, and tidying the room for next users, as assigned.
  - Prepare agendas and take minutes of meetings, as assigned.
  - Order supplies and unpack shipments, as assigned.
  - Flag competing demands and recommend alternate solutions to Office and Facility Manager.
  - Identify areas of practice and process improvements to Office and Facility Manager.
  - Assemble Books of Authorities and Books of Documents, as assigned.
  - Other related duties as assigned.

#### **Accounting Support:**

- Receive and deposit incoming cheques and receipts for bank deposit.
- Communicate with employers to follow up on late remittances, deficiencies, and/or overpayments, as required.
- Reconcile General Ledger accounts related to dues and initiation fees and prepare monthly accruals and journal entries.
- Maintain and update Employer Dues receipts in database.
- Assist in processing vendor invoices, Board member and member expense claims in accordance with HSA policy.
- Communicate with suppliers, staff, Directors, and members, as required.
- Assist with other accounting duties, as assigned.

#### **QUALIFICATIONS & REQUIREMENTS**

- Successful secondary school completion supplemented by basic accounting courses plus office administration or secretarial training.
- Minimum of five years of related experience in a medium to large-sized organization is preferred.
- Or an equivalent combination of education, training, and experience.
- Demonstrated advanced word processing skills with MS Word.
- Demonstrated basic Excel skills and other MS Office applications, Sage 300 would be a plus.
- Demonstrated ability to create, format, and proofread complex documents and basic spreadsheets.
- Commitment to equity, diversity, decolonization and inclusion.



- Excellent organizational skills and attention to detail.
- Excellent oral and written English communication skills.
- Demonstrated ability to work to tight deadlines and competing demands, both independently and as a team member.
- Ability to take direction and to work independently and conscientiously with minimal supervision.
- Ability to anticipate needs and take preliminary actions.
- Ability to adapt to new technology and processes by acquiring new knowledge and developing additional skills and abilities.
- Ability to maintain calm and professional manner under challenging circumstances, such as when interacting with difficult people.

This competition requires the candidate to complete the following test(s):

- Accounts Payable Written Assessment

**Closing Date: October 26, 2023**

**Please forward applications  
which includes a cover letter & resume by e-mail:**

**To: Evelyn Tsang  
Human Resources Coordinator  
Health Sciences Association  
via e-mail at: [evelyn.tsang@hsabc.org](mailto:evelyn.tsang@hsabc.org)  
with a copy to: [stella.lee@hsabc.org](mailto:stella.lee@hsabc.org)**