



## **Administrative Assistant (Summer Student Position)**

Richmond Multicultural Community Services (RMCS) is a non-profit organization committed to serving diverse communities of Richmond for over 35 years. We do this by providing services for newcomers as well as multiculturalism and diversity work. RMCS invites applications for the following position:

### **Administrative Assistant (Full-Time: 35 hours per week)**

Under the direction of the Executive Assistant, the Administrative Assistant provides administrative support to the RMCS team for the summer of 2024. You will be working closely with the Management Team. This position requires someone equipped with a positive attitude and readiness to be a team player. This is a contract position that runs from May 15, 2024, to August 15, 2024.

### **Job Responsibilities:**

Under the direct supervision of the Executive Assistant, this position will do the following:

- Answering and directing phone calls, emails, and other correspondence
- Managing Outlook calendars and scheduling meetings
- Organizing files and maintaining records
- Providing general administrative support to the team or manager, such as making copies, filing documents, and ordering office supplies
- Create documents, including correspondence and report
- Meeting and greeting clients, customers, or visitors
- Assisting with special projects or assignments as needed

### **Qualifications:**

- Excellent Communication Skills
- Excellent spoken and written English, second language an asset
- Ability to work with office equipment (e.g. printer, copier, scanner etc.)
- Excellent knowledge of Microsoft Office programs including Word, Excel, Access and Publisher
- Ability to work as a team member
- Ability to perform work duties under minimum supervision
- Possess excellent time management and organizational skills
- Must be full-time students returning to work in September 2024
- Must be a Canadian Citizen or a Permanent Resident



**Wage: \$16.75/hour**

**Posting Close: April 30, 2024**

Please apply with a cover letter and resume to:

**Attention: Yoshimi Vanrenen, Executive Assistant**

Richmond Multicultural Community Services

210-7000 Minoru Boulevard

Richmond, BC V6Y 3Z5

Fax: (604) 279-7168

Email: [yoshimi@rmcs.bc.ca](mailto:yoshimi@rmcs.bc.ca)

RMCS values diversity and is committed to fostering an inclusive workplace. We appreciate all candidates for their interest; however, only those chosen for an interview will receive further communication. We encourage individuals from equity-deserving groups to apply and bring their unique perspectives to our team.