



## JOB DESCRIPTION – Administrative Assistant

External Posting / Updated: October 2024

**Please submit your application to:**  
**[jobs@ahma-bc.org](mailto:jobs@ahma-bc.org)**

**NOTES:**

- This is a permanent position
- This posting will remain open until the position is filled.

We thank all applicants for submitting their applications; however, only those candidates who clearly indicate in their application how they meet the qualifications for this position will be considered. Please note that a criminal record and credit check may be performed as part of the final selection process.

**About AHMA**

Located on the Skwxwú7mesh (Squamish) Nation Territory in West Vancouver, BC, the Aboriginal Housing Management Association (AHMA) exists to make a difference in urban, rural and Northern housing. We oversee the administration of operating agreements between housing providers and Indigenous housing organizations, keeping everyone's best interest in mind and developing and maintaining relationships of trust. Every employee on our team is integral to ensuring our success and the success of the Housing Providers we serve.

To learn more about AHMA and what we do, please visit our website at:  
[www.ahma-bc.org](http://www.ahma-bc.org)

### Overview:

Ha7lh skwáyel– Squamish for "Good morning/afternoon."

The Administrative Assistant, reporting to the Executive Assistant, is a key role responsible for providing reception services, administrative support, and overseeing the coordination of office operations. This position also extends administrative and clerical assistance to the Executive Leadership Team (ELT), Communications Team, IT Department, and Finance Department. Success in this role requires a highly organized, team-oriented individual with a strong ability to manage projects efficiently and meet deadlines. Familiarity with Indigenous culture and traditions is highly valued, as is the capacity to maintain a smooth workflow within a fast-paced, collaborative environment.

### Who we are looking for:

For a detailed list of the Administrative Assistant's key responsibilities and desired knowledge, skills, and abilities, please visit our website at [www.ahma-bc.org](http://www.ahma-bc.org).

### Training, Education, and Experience

- Must have at least two years of Post Secondary education.
- Proficient in Word, PowerPoint, Excel and Outlook, along with familiarity with other software systems.
- Minimum three years experience in a similar role.
- Excellent communication, teamwork and interpersonal skills.
- Ability to thrive in a fast-paced and frequently changing environment.
- Demonstrated initiative and ability to work independently with minimal supervision
- Strong organizational skills, with the ability to manage multiple tasks simultaneously while ensuring accuracy and meeting deadlines.
- Sound judgment and the ability to exercise discretion.

*(A combination of relevant education and experience may be considered)*

### Critical Success Factor:

The core of our business is serving the Indigenous community; therefore, a critical success factor for any person who joins the AHMA team is to have an in-depth understanding of Indigenous people and Indigenous culture, preferably with strong British Columbia connections.

Team members are expected to have gained this understanding through lived experiences, whether it is from being of Indigenous ancestry or working closely with Indigenous communities. Preference will be given to applicants of Indigenous ancestry as per Section 41 of the BC Human Rights Code (self-identify).

Chet kw'enmantumiyap – Squamish for "We are thankful to you all."



Aboriginal Housing Management Association  
*Celebrating 25 Years*

## **JOB DESCRIPTION - ADMINISTRATIVE**

Reports to: Executive Assistant Updated: October 2024

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### **About AHMA:**

Located on the traditional territory of the Skwxwú7mesh (Squamish) Nation in West Vancouver, BC, the Aboriginal Housing Management Association (AHMA) is dedicated to making a meaningful difference in the Indigenous community we serve. We oversee the administration of operating agreements between housing providers and Indigenous housing organizations, ensuring that the interests of all parties are respected while fostering relationships built on trust. Every member of our team plays a crucial role in our success and the success of the housing providers we support.

### **Position Overview:**

Reporting to the Executive Assistant, the Administrative Assistant is responsible for managing reception, providing administrative support, and coordinating office operations. Additionally, this role may involve offering clerical and administrative support to the Executive Leadership Team, Communications Team, IT Department, and Finance Department.

To excel in this role, the ideal candidate will be highly organized, detail-oriented, and collaborative. Familiarity with Indigenous cultures is a strong asset, as is the ability to effectively manage multiple projects. Please note that this position is not eligible for the Sukoo Flexible Workplace Policy and requires full-time work from our West Vancouver office.

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## **KEY RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO)**

### **Reception**

- Greeting guests professionally and direct them to their meetings.
- Answer calls and respond to inquiries in a courteous and professional manner.
- Managing mail: receive, open, and distributing incoming mail; prepare and send outgoing mail.
- Ensure common areas (e.g., kitchen, boardroom, supply area, reception, etc.) are well-maintained, clean, and stocked with necessary supplies, ordering additional items as required.

### **Administration**

- Maintain and troubleshoot office equipment and manage service contracts (e.g., printers, video conference equipment, alarm systems, fans, and heaters) to ensure smooth daily operations.



- Coordinate schedules, appointments, reservations, travel arrangements, and any other administrative tasks as requested by the ELT or the Executive Assistant.
- Enter data into AHMA's computer systems, ensuring accuracy and confidentiality of sensitive information.
- Assist with maintaining records and information related to social and Indigenous housing.
- Draft and finalize letters, reports, and other documents as required by the Executive Assistant, utilizing templates and standardized forms.
- Conduct research on organizations and topics as needed and produce briefing notes for the ELT.
- Attend meetings as requested, with responsibilities including taking minutes, preparing agendas, organizing meeting materials, booking meeting rooms, and ensuring post-meeting cleanup.
- Perform any other administrative duties as requested by the Executive Leadership Team or the Executive Assistant.
- In the absence of the Executive Assistant, carry out any duties requested by the Executive Leadership Team to ensure continuity of operations.

#### **Information Technology**

- Support the IT Manager with administrative tasks, including ordering equipment and ensuring it is delivered to the appropriate employees.
- Assist with IT onboarding for new employees, including setting up equipment and user accounts.
- Help the IT Manager in drafting and sending out company-wide emails and memos regarding IT updates or information.
- Assist in maintaining IT accounts, including handling payments, updating account information, and performing routine account maintenance.
- Help set up and maintain IT equipment for employees, ensuring proper functionality and support.
- Attend scheduled meetings with the IT Manager to stay updated on IT projects and initiatives.

#### **Finance**

- Manage petty cash, track expenditures and monthly credit card reconciliation.
- Reconcile monthly Subsidy Reports for the Finance Team.
- Maintain the Accounting filing system, ensuring accurate and up-to-date records.
- Prepare cheques for signing and mail when requested by the Chief Financial Officer.
- The ability to process Rent Calculations and aid with Financial Reviews.
- Make bank deposits on behalf of the Chief Financial Officer when requested.
- Support the Finance Department when needed.



### **Communications Support**

- Assist the Communications Team with ordering promotional materials and branded merchandise (swag) for events, ensuring timely delivery and accurate inventory management.
- Support the planning and coordination of corporate events, including handling logistics, vendor coordination, and material preparation.
- Respond to members' inquiries, providing helpful information and escalating concerns to the appropriate team members as needed.
- Help manage the distribution of communication materials, ensuring members and stakeholders receive important updates and event information.
- Assist in tracking communication projects and maintaining records of outreach efforts.

### **EDUCATION, CERTIFICATION & EXPERIENCES\*:**

- A minimum of two years of post-secondary education is required, preferably in business administration, office management, or a related field.
- Proficiency in Microsoft Office Suite, including Word, PowerPoint, Excel, and Outlook, with the ability to learn and adapt to new software and technology systems.
- At least three years of experience in a similar administrative or office coordination role, with proven experience in managing multiple tasks and supporting various teams.
- Strong organizational, time management, and communication skills are essential, with attention to detail and the ability to work independently or as part of a team.
- Experience working in a fast-paced, dynamic environment is preferred, with the ability to handle confidential information and prioritize competing deadlines.

*\*A combination of the above may be considered.*

### **CRITICAL SUCCESS FACTOR**

The core of our business is serving the Indigenous community; therefore, a critical success factor for any person who joins the AHMA team is to have an in-depth understanding of Indigenous people and Indigenous culture, preferably with strong British Columbia connections.

Team members are expected to have gained this understanding through lived experiences, whether it is from being of Indigenous ancestry or working closely with Indigenous communities. Preference will be given to applicants of Indigenous ancestry as per Section 41 of the BC Human Rights Code (self-identify)

