



Pender Island Fire Rescue

Detailed Job Description – Office Administrator

Position Summary

The Office Administrator is responsible to ensure the administrative, clerical and secretarial functions of the department are met. The administrator provides the community contact for Pender Island Fire Rescue and the Board of PIFPS; and is expected to represent these organizations professionally and with genuine care for the community at all times.

Typical Duties and Responsibilities

- Enter data and prepare documents such as spreadsheets, forms, letters, reports including progress and activity reports, meeting agendas and minutes, inventory records, quarterly pay, and incident records
- Hold responsibility for ordering and maintaining inventory of supplies such as general office resources, specialty clothing, promotional items, awards, and training supplies
- Develop and maintain records for fire department management including training and year-end statistical reports
- Develop and maintain operational and administration forms
- Establish and maintain filing and records maintenance systems
- Co-ordinate monthly meetings and manage the training room schedules
- Attend meetings as required
- Book travel and inspection appointments
- Receive, distribute and file mail and correspondence
- Facilitate organization of and booking for department functions and events as requested
- Supervise volunteer and temporary administrative staff
- Compile information and prepare reports for Board of Directors meetings
- Record, assemble and code invoices; prepare reimbursement forms; track volunteer hours, prepare quarterly reimbursements for volunteer members, prepare yearly reports; calculate YMPE yearly, taxable benefits and pay increments and provide to bookkeeper; assemble, print and submit pay sheets for approval; create computer invoices using Simply Accounting
- Provide support as Communications Operator including completing forms, logs and radio transmission reports; receiving and transmitting messages; contacting and liaising with outside agencies and dispatch
- Issue 'A', 'B', and 'C' permits and prepare reconciliations
- Facilitate training venues, schedules and training exams and support materials as requested by the training officer
- Perform other duties as required to support the staff and volunteers of Pender Island Fire Rescue and to address changing or emerging needs
- Must meet department standards in annual performance review

Required Knowledge, Skills and Abilities

- Required Qualifications: Grade 12 Graduation
Preferred Qualifications: Business Administrative Courses, Accounting Courses, Proficient Typing Skills (50-60 wpm) and Minute-taking
- Minimum five years' experience in a professional office environment
- Proven record of leadership and contributing to high-performing work teams
- Valid BC Class 5 Driver's License and safe driving record
- Excellent time management and organizational skills; able to establish priorities, plan and organize projects and activities to achieve goals
- Ability to articulate and communicate oral and written ideas
- Ability to use information technology, including MS Word and Excel, computer scheduler, email program, and Internet
- Proven analytical, innovative, problem-solving, and decision-making skills
- Highly ethical business standards; bondable
- Self-starter who takes initiative, anticipates needs and takes steps to address needs
- Accurate attention to detail
- Excellent interpersonal and communication skills
- Positive attitude toward people and situations, supportive of volunteers
- Team player
- Maintain acceptable criminal records status
- Must meet Pender Island Fire Rescue's "Code of Conduct" while on and off duty