

COMPANY NAME:

Century Group

JOB TITLE:

Administrative Assistant (Full-time) - Magnolia Gardens- DF113

--LOCATION OF JOB--

COUNTRY: Canada

STATE/PROVINCE: British Columbia

CITY: Langley

ZIP CODE: V3A 9K3

DESCRIPTION/RESPONSIBILITIES:

Role Summary

Reporting to the Director of Care, the Administrative Assistant performs a variety of duties, including providing administrative support for the Director of Care. Supports the DOC in ensuring baseline staffing is maintained, updates schedules as necessary and ensures accuracy and timely submission of the time and attendance data for payroll processing. In addition this role will assist managers in the preparation of confidential correspondence and other reports. This position requires an in-depth understanding of onsite EMS policies and procedures and will require a strong working knowledge of general office processes and procedures.

Shift: Monday to Friday 8:30am-3:00pm

## Key Accountabilities

- \* Ensures that all onsite EMS procedures are completed in accordance with policy
- \* Ensures the accuracy and completeness of time capture data daily
- \* Ensures the accuracy and completeness of onsite EMS data
- \* Ensures the timely completion and submission of onsite EMS data and paperwork
- \* Verifies staff time and attendance daily; prepares bi-weekly Payroll Data Report for manager review and approval, finalizes approved Report for Payroll processing
- \* Assists manager with maintaining approved staffing levels, including covering sick calls and vacation/leave requests and updating shift changes in scheduling system
- \* Maintains and updates employee files for Director of Care
- \* Monitors, maintains and updates EMS schedules
- \* Site knowledge expert support to all EMS users for all onsite EMS processes and procedures as required
- \* Assists with training for EMS system upgrades, new users and other EMS process changes as required
- \* Provides support to all location managers for all EMS related questions
- \* Provides training and technical support for EMS system to entire site
- \* May provide scheduling and time & attendance support as required

- \* Coordinates the flow of paperwork for resident move-ins and outs to Head Office
- \* Prepares refund requests
- \* Prepares monthly census and reviews against the rent roll
- \* Coordinates the communication of rate changes and other resident changes to Head Office
- \* Performs various computer and filing duties, including but not limited to correspondence, newsletters and calendars, admission forms, resident records and personnel documents
- \* Responsible for operating and maintaining various cash accounts including residents' Comfort Funds, visitor and staff meals, petty cash, etc.
- \* Collects monthly rent cheques, distributes rent receipts to residents (if applicable). Maintains resident fee payment accounts and communicates with the financially responsible parties regarding delinquent payments
- \* Ensures payment is made on incoming resident invoices; prepares and distributes month end invoices to residents, as well as Comfort Fund statements for monthly top-ups as needed
- \* Ensures incoming Vendor invoices are coded and submitted for processing through Yardi
- \* Delivers mail to residents and/or family members
- \* Prepares cheques for vendors (eg. hairdresser, footcare nurse)
- \* Maintains office supply levels by implementing the management policies and procedures of purchasing, ordering and stock and inventory control

- \* Orders incontinent and medical supplies weekly; towels and linen as needed
- \* Maintains the following records: admission and/or discharge files, rent census sheet, Resident lists, supplier files
- \* Ensures office equipment and supplies are used and stored in a safe and efficient manner. Reports any unsafe or faulty equipment to the designated supervisor. Ensure office equipment and designated work areas are kept clean and tidy.
- \* Maintains a current knowledge of facility policies and procedures
- \* Ensure residents' rights of privacy and confidentiality are maintained, except in the proper operation of the business
- \* Ensure that proper security procedures are followed in the handling and storage of all confidential material
- \* Must be familiar with the fire and emergency procedures
- \* Perform other related duties as required

## Education & Experience

Minimum Grade 12 plus post-secondary education in office administration and two (2) years' recent related experience with payroll, scheduling and accounting preferably in the Health-Care Industry. Dementia education and/or training is preferred.

## Required Knowledge, Skills and Abilities

- \* Physically and mentally able to carry out the assigned duties

- \* Understanding of Time, Attendance and Scheduling process
- \* Good understanding of employment and benefits policies and procedures
- \* Demonstrated skills in Google Suite
- \* Respects and maintains the spirit, dignity and individuality of the residents
- \* Ability to establish and maintain good interpersonal relations by displaying, tact, courtesy and patience with residents, coworkers, superiors, visitors and volunteers in the workplace
- \* Ability to organize and prioritize the daily workload in an effective and efficient manner and work independently with a minimum of supervision

To apply for this position, please use the following URL:

[https://ars2.equest.com/?response\\_id=a924d471addca807985b4860c34b2824](https://ars2.equest.com/?response_id=a924d471addca807985b4860c34b2824)