



**Security & Parking Administrative Assistant  
(Regular, Full-Time)**

**Duties:**

Reporting to the Security & Parking Manager, the Security & Parking Administrative Assistant is responsible for providing administrative, clerical, and customer service support to the Security & Parking department.

Specific duties include, but are not limited to:

- Responding to routine inquiries and providing general responses to all patrons, liaising with faculty, staff, students and external representatives in a manner which promotes an excellent level of customer service
- Scheduling shifts for Security Officers, including shift relief and additional coverage with casual assignments
- Coordinating payroll timesheets for security staff
- Support daily parking operations by: selling, issuing and processing parking permits and applications; collecting, processing and preparing deposits for coin as well as preparing daily reconciliation for all revenue and collections
- Entering data and maintaining databases
- Generating and preparing reports as well as researching information
- Providing relief coverage at security desk for short periods as required
- Keeping and maintaining confidential security files
- Providing administrative and clerical support to the Security & Parking Manager, department and staff
- Other duties as assigned

**Qualifications:**

The successful candidate will possess a one-year Office Administration Certificate together with a minimum two years directly related work experience. An equivalent combination of education and experience will be considered. The ability to skilfully deal with phone and in-person requests, issues and emergencies from the university community and the public is essential. You are proficient in word processing, database and spreadsheet software, (i.e. MS Word, Excel and Banner and Power Park) as well as web site maintenance. You have experience in handling cash combined with a good working knowledge of basic accounting principles. You have experience in data entry and have demonstrated the ability to accurately process information with the utmost attention to detail. You have well developed interpersonal and organizational skills and a proactive approach to problem solving. You possess exemplary customer service skills and have demonstrated the ability to work independently in your past experience. You are able to handle multiple tasks, work to deadlines, and manage interruptions.

Normal hours of work will be 8:30 am – 4:30 pm Monday through Friday.

**Salary:**

This position has been classified at a Grade 5. The annual salary range for this position is \$40,749.11 - \$42,009.39, and the normal starting salary will be \$40,749.11.

Please forward your resume and proof of education to: Human Resources, University of Northern British Columbia, 3333 University Way, Prince George, BC, V2N 4Z9.

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca). Inquiries: 250-960-5521.

*We thank all applicants for their interest in UNBC. However, only those applicants selected for further consideration will be contacted.*

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.*

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***Applications will be accepted before 4:30 pm on: Tuesday, February 21, 2012***

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